Benefits Open Enrollment 2006

Arkansas State Employees

Open Enrollment 2006

- Open Enrollment is only available thru the month of October. Benefits Specialist will have until November 16th.
- All Health Plan options will be reset to 'Option 1' during Open Enrollment. EBD will update the levels using the Health Risk Assessments interface.
- If the employee is not making changes to their current Benefit Plan, then the existing plan will carry forward into the new plan year.
- If the employee's Premium Plan amount increases, the system will automatically reflect the increase on the employee's Remuneration Statement.

Optional Life 2006

- REMEMBER: Make no entry for Optional Life until approval is received.
- For employees who are enrolled into a Pre-tax and Post-tax Optional Life Plan and voluntarily increase their coverage, refer to the tutorial for Employee Voluntary Increase of Optional Life Coverage Exceeding $40,000 During Open Enrollment.

Spending Accounts 2006

- Flexible Spending Accounts are only valid per year and will end December 31st. The employee must be re-enrolled each year for this benefit.
- Spending Accounts should not be entered into the system before October 1st.
- Spending Account end date will be 12/22/2006.
- Spending Accounts for the new year, 2007, will need to be enrolled during Open Offer. This will give an effective date of 01/01/07.

NOTE: These dates are very important because the system looks at the *Check date* instead of the *Payroll date*.

New Hire Enrollment

- New Hire must be enrolled within 30 days of employment.
- If a New Hire is enrolled in the month of October, then their benefit plan will carry over to the new plan year.

Drop Spouse Coverage

- Tier levels will be set back to 'Option 1' this year due to the numerous levels of coverage. EBD will update the levels using the Health Risk Assessments interface.

Ad Hoc Report 2006

- This report list active or inactive (LWOP) status employees enrolled in an Employee Optional Plan who have an increase in their cost for optional life in the new plan year due to their birth date.
- Each year, the dates will be set by AASIS. Dates are currently set for **11/20/05-11/18/06**.
- The variant is **ASC_NEWYROPTLF.**

New Hire – October 2006

Scenario

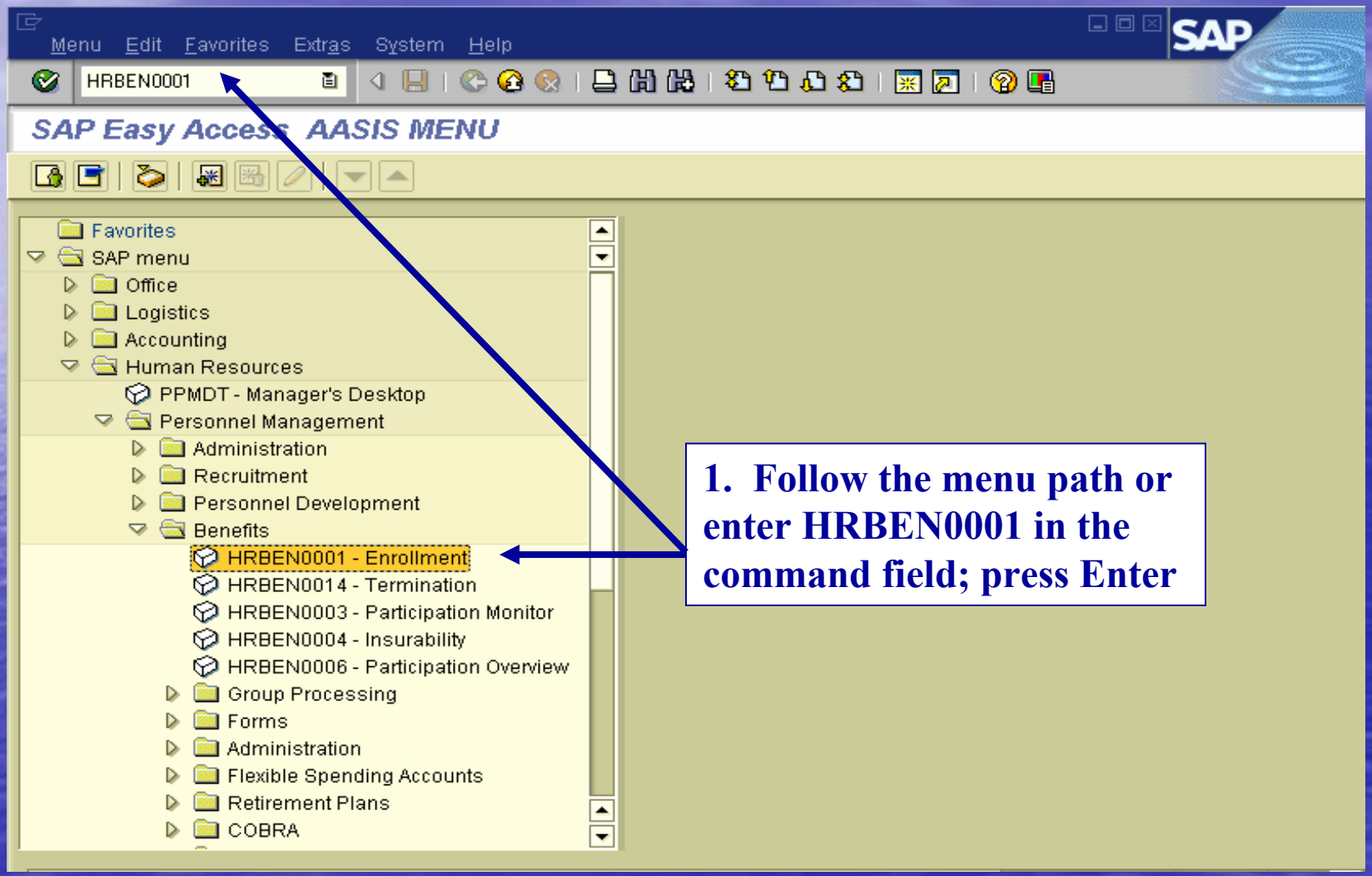
You just received a new hire's enrollment form during Open Enrollment. The new employee wants to enroll and include their dependents in their benefit plan. Enroll the employee according to the benefit options elected.

New Hire – October 2006

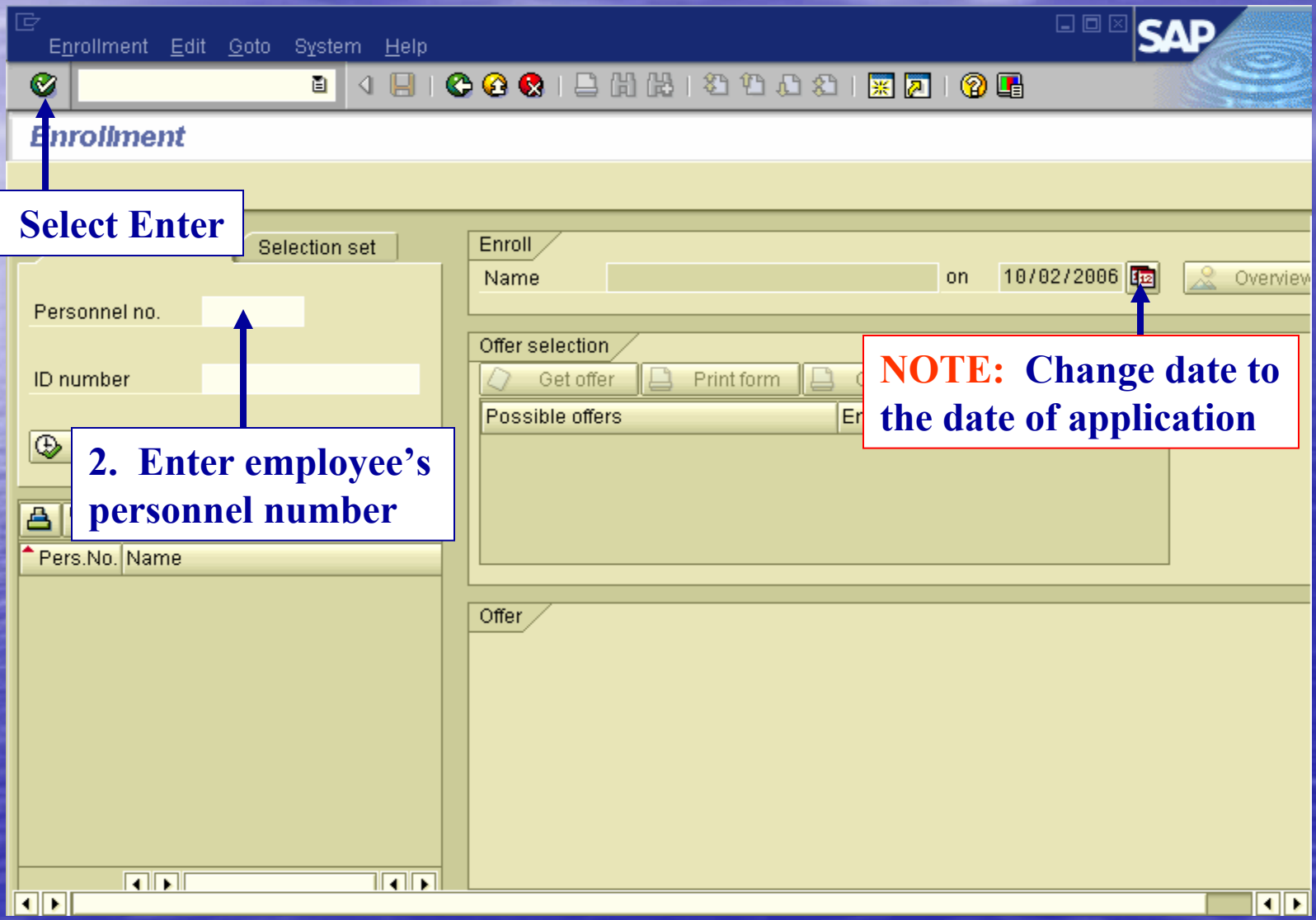
Create New Hire Benefits during Open Enrollment

Human Resources > Personnel Management > Benefits > Enrollment (HRBEN0001)

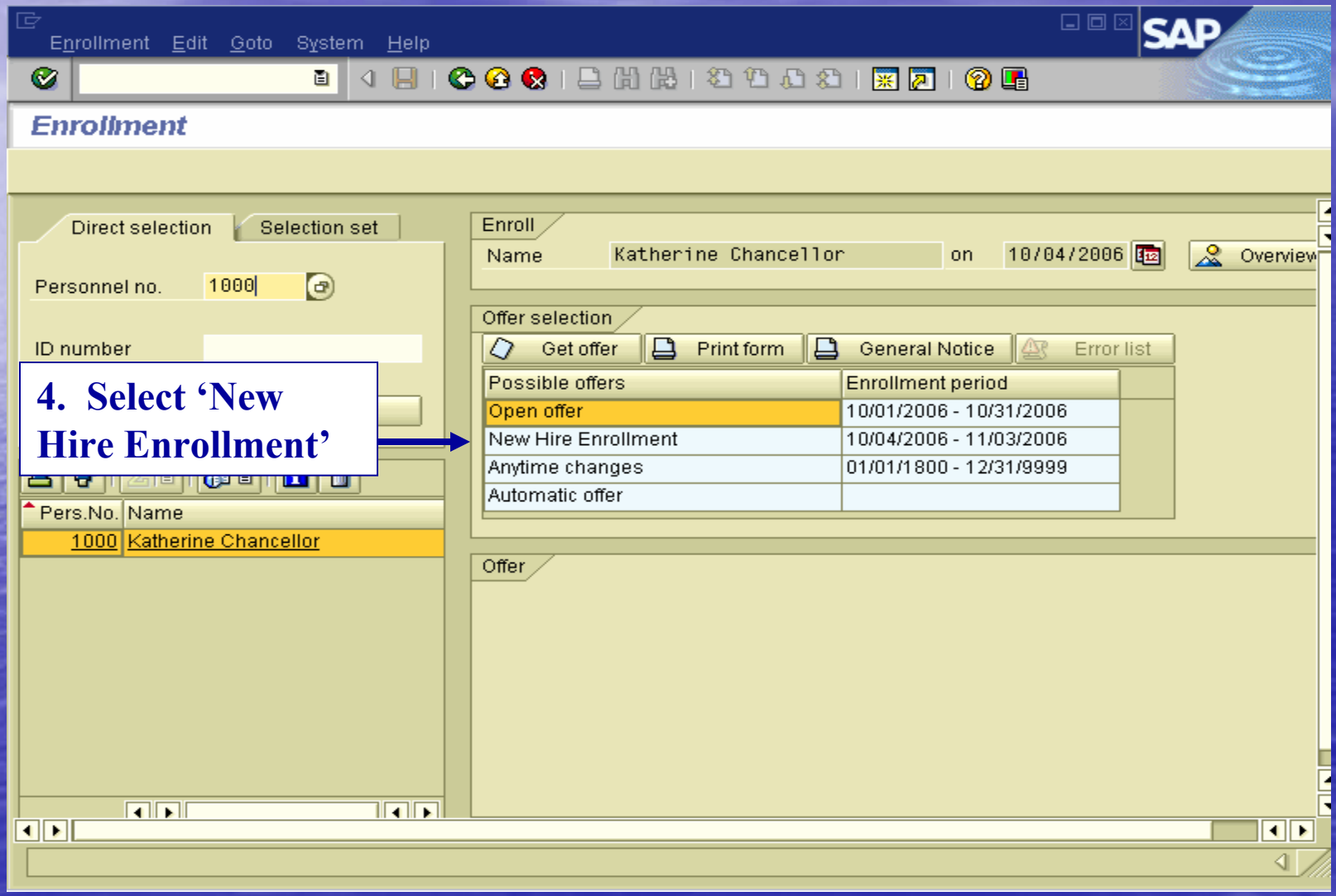
New Hire during Open Enrollment



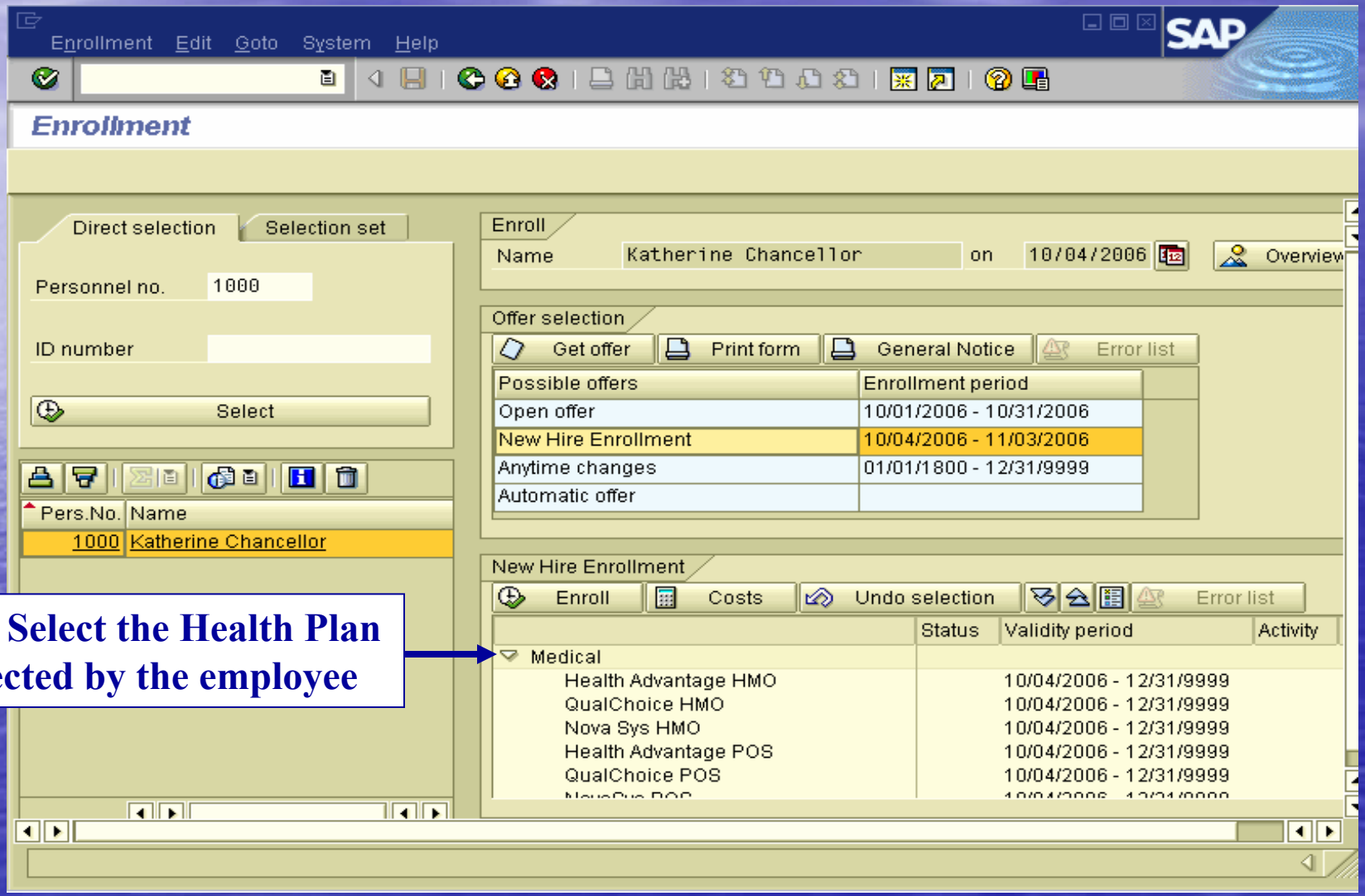
New Hire during Open Enrollment



New Hire during Open Enrollment

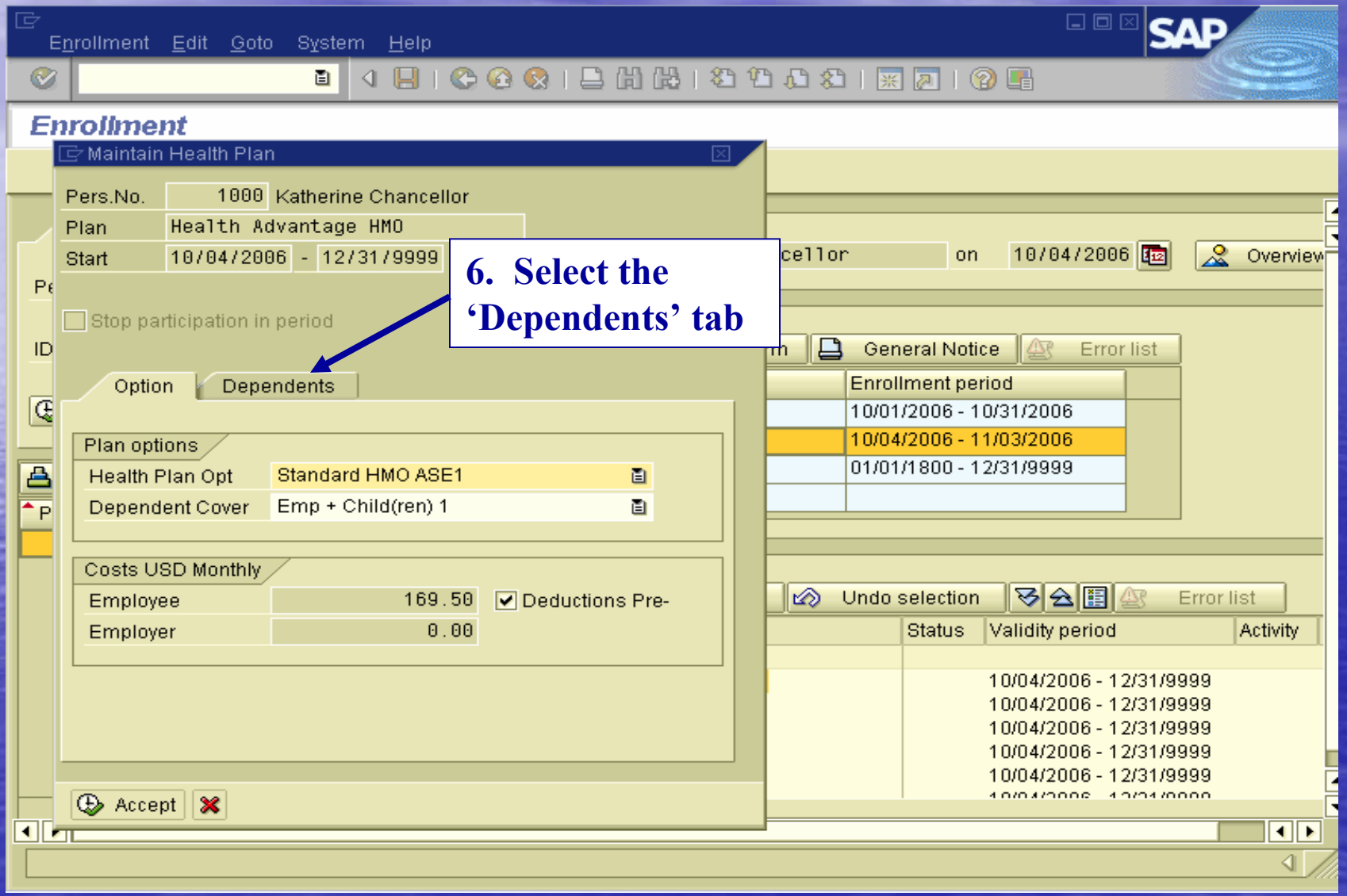


New Hire during Open Enrollment

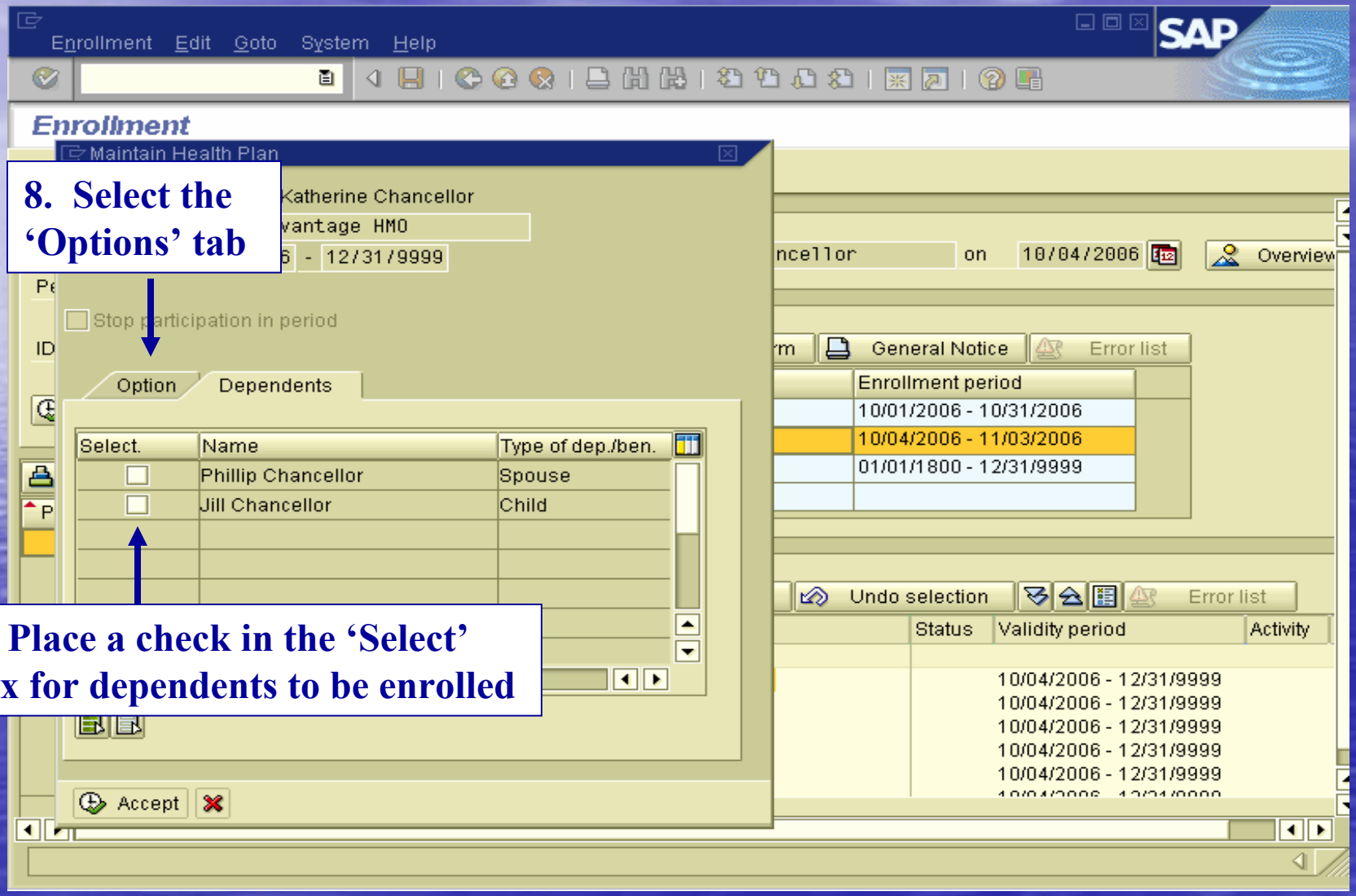


5. Select the Health Plan elected by the employee

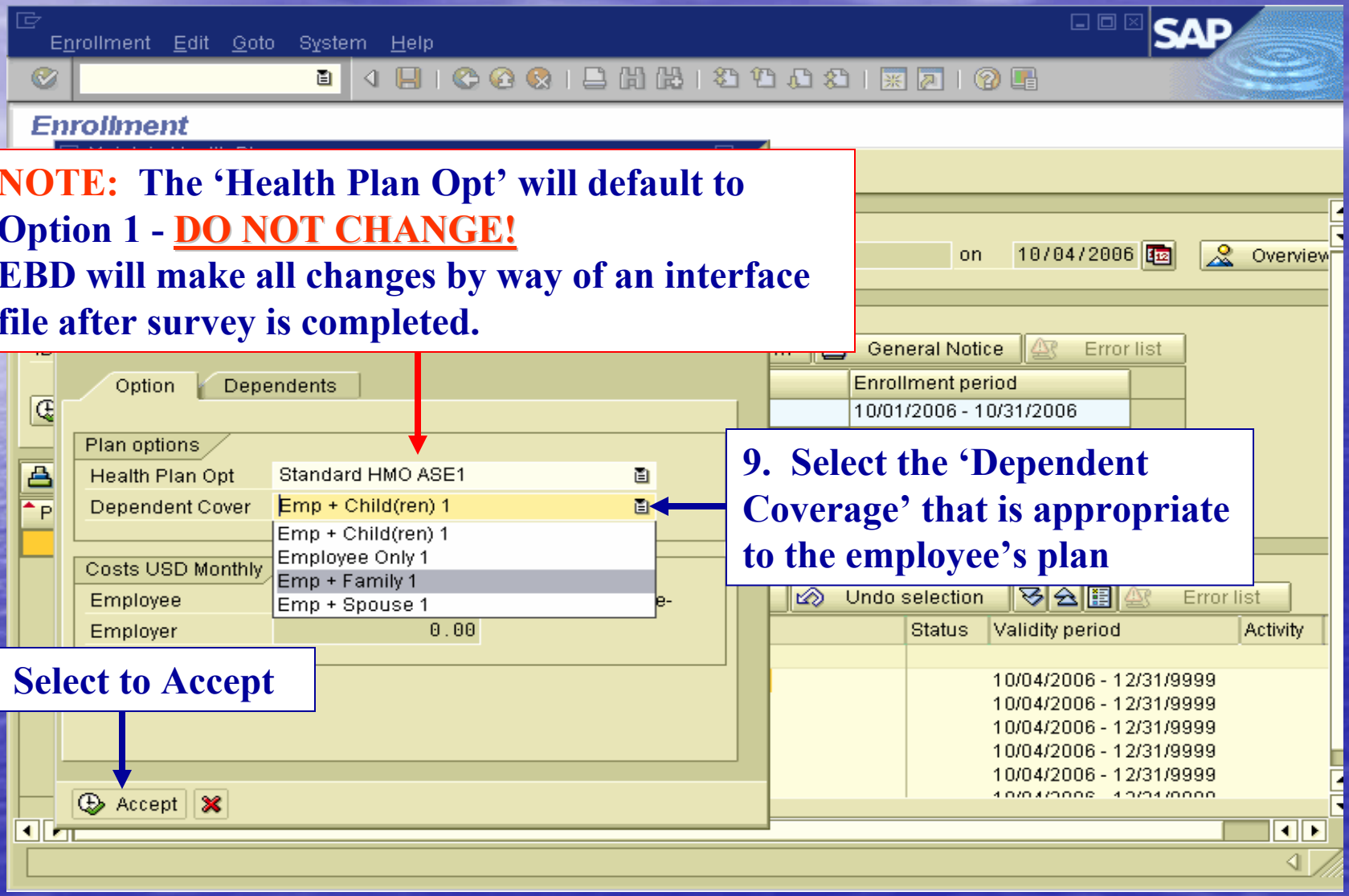
New Hire during Open Enrollment



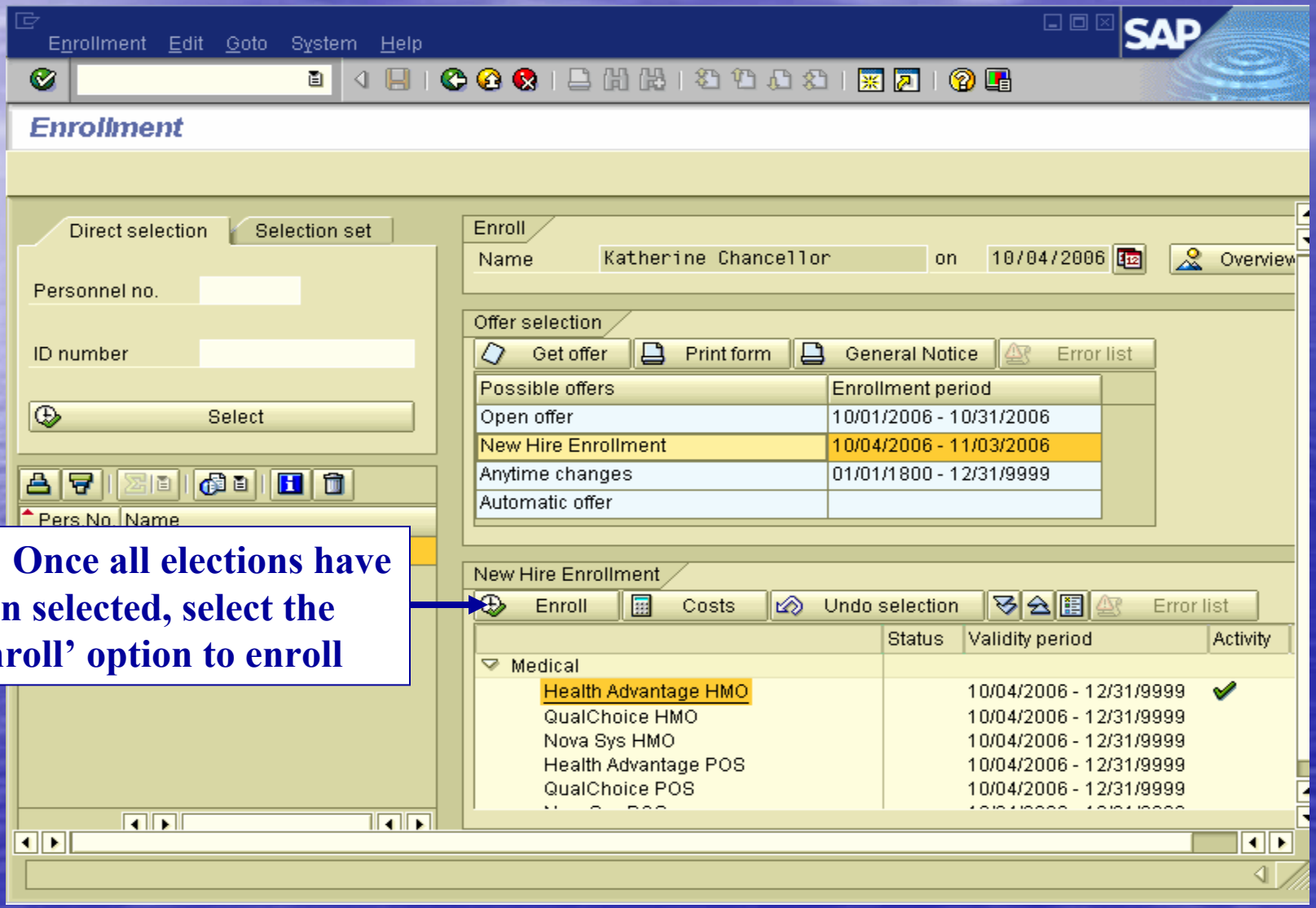
New Hire during Open Enrollment



New Hire during Open Enrollment

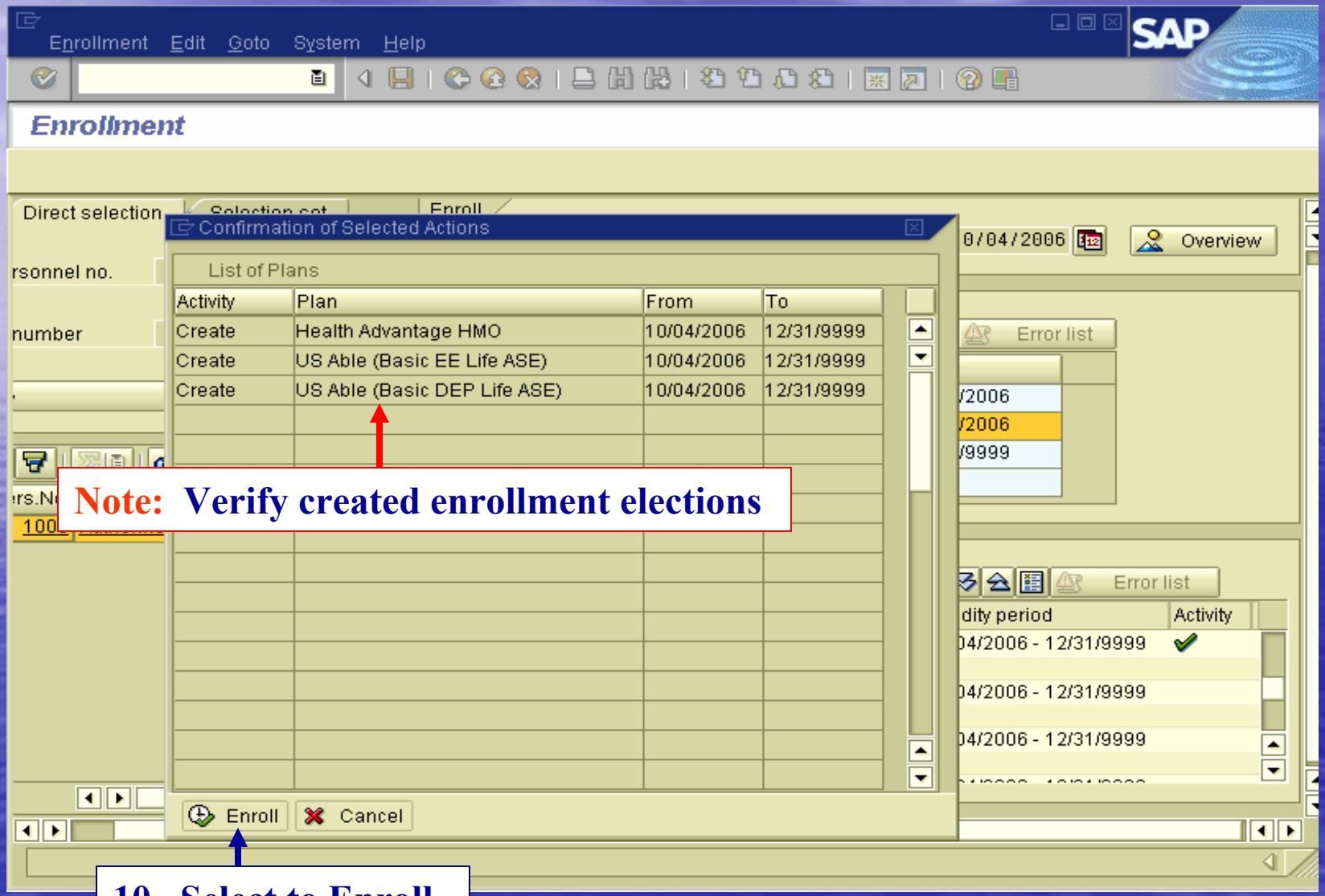


New Hire during Open Enrollment

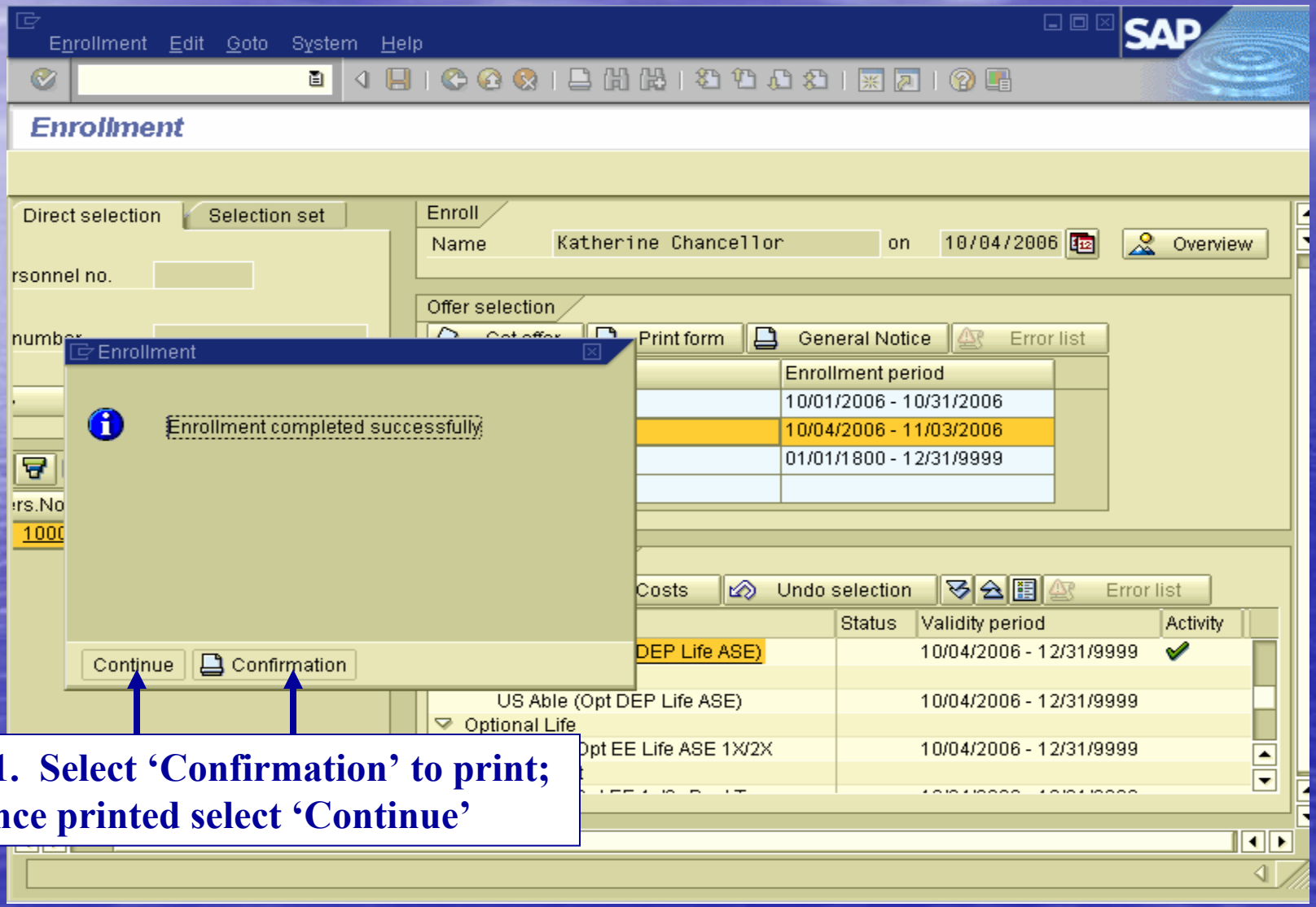


11. Once all elections have been selected, select the 'Enroll' option to enroll

New Hire during Open Enrollment

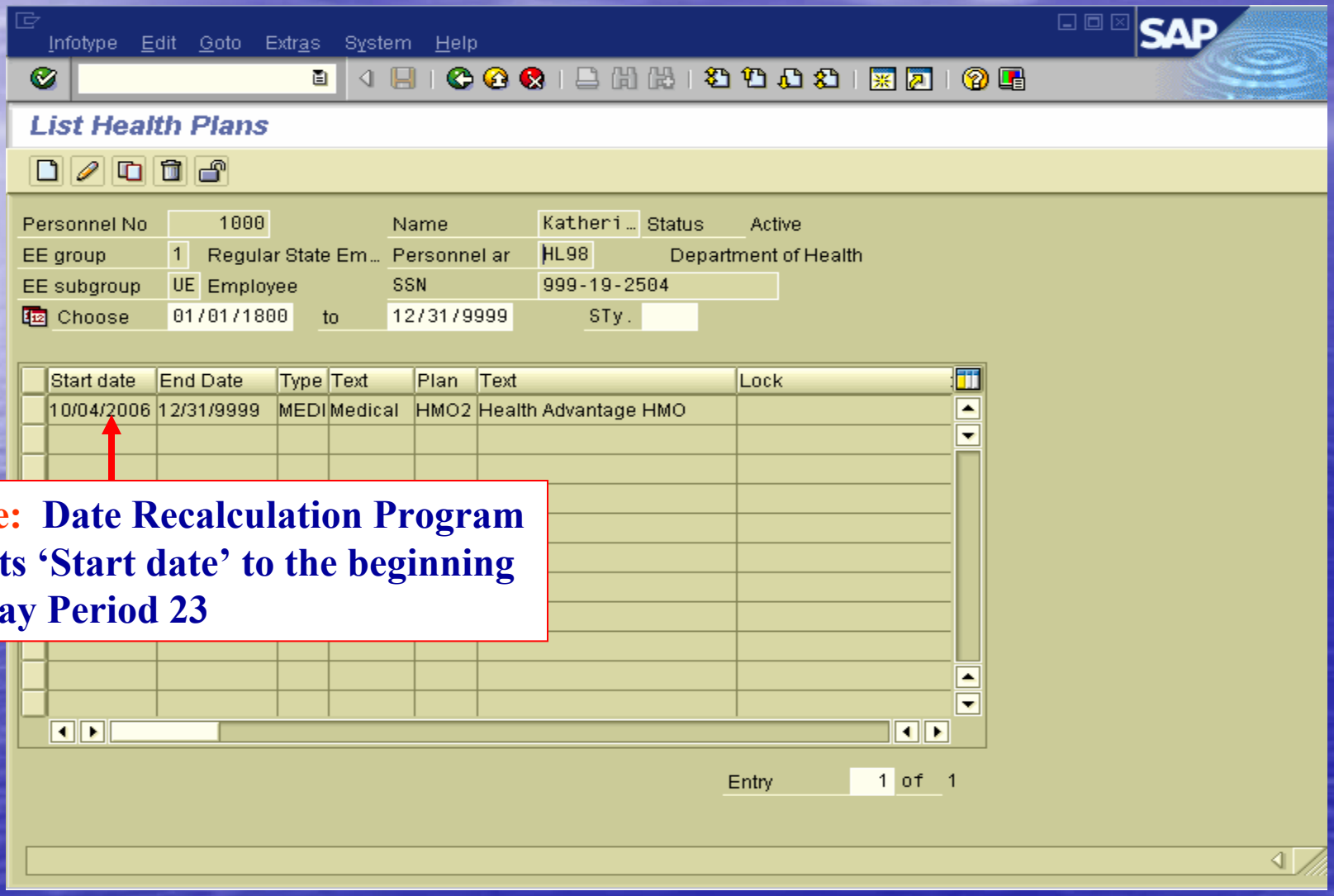


New Hire during Open Enrollment



11. Select 'Confirmation' to print; once printed select 'Continue'

New Hire during Open Enrollment



Note: Date Recalculation Program resets 'Start date' to the beginning of Pay Period 23

Change of Coverage during Open Enrollment

Scenario

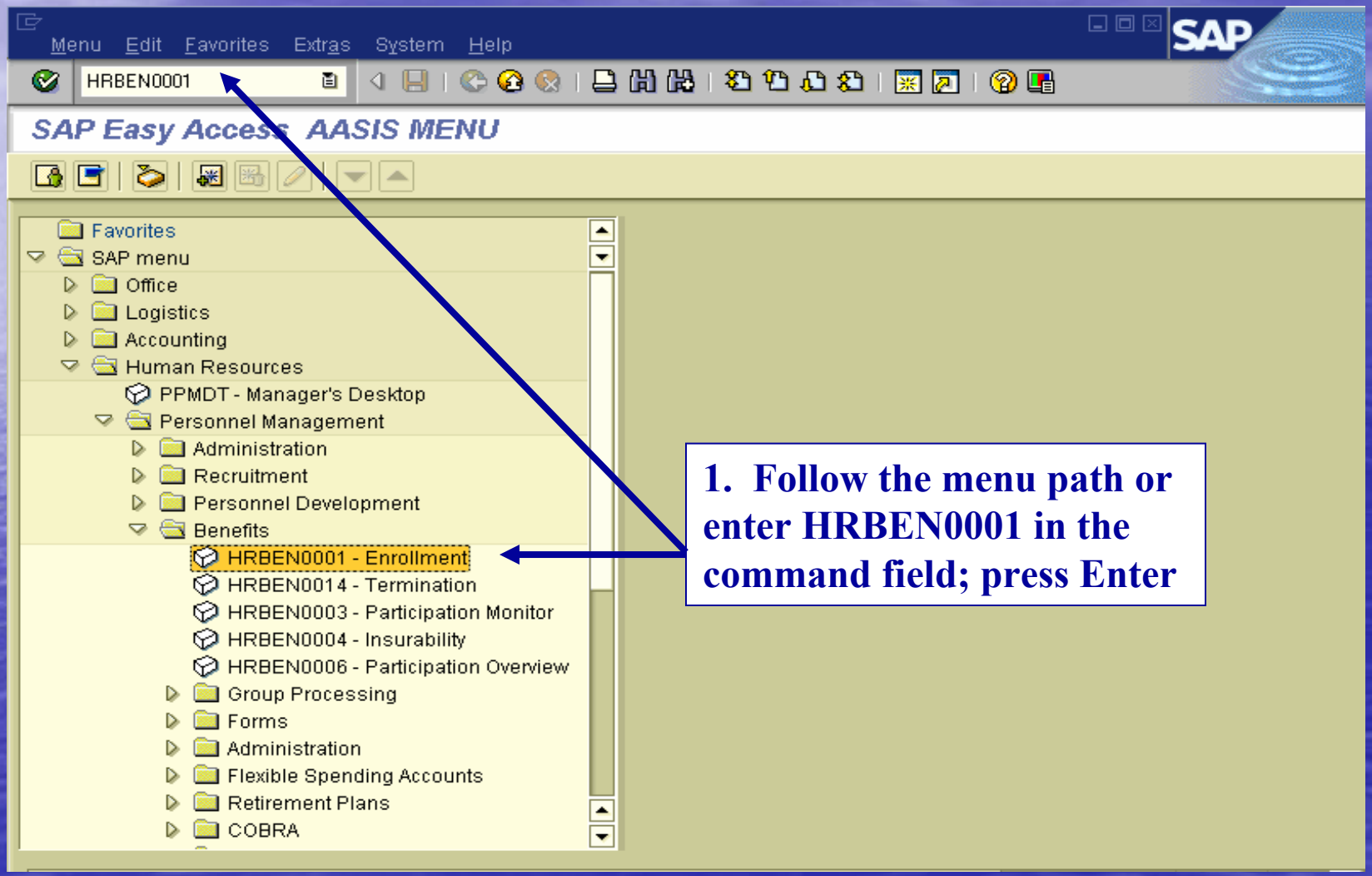
You just received a change form from the new plan year for Open Enrollment. The employee is currently enrolled into Health Advantage HMO but wants to switch to QualChoice HMO. Enroll the employee according to the benefits options selected.

Change of Coverage during Open Enrollment

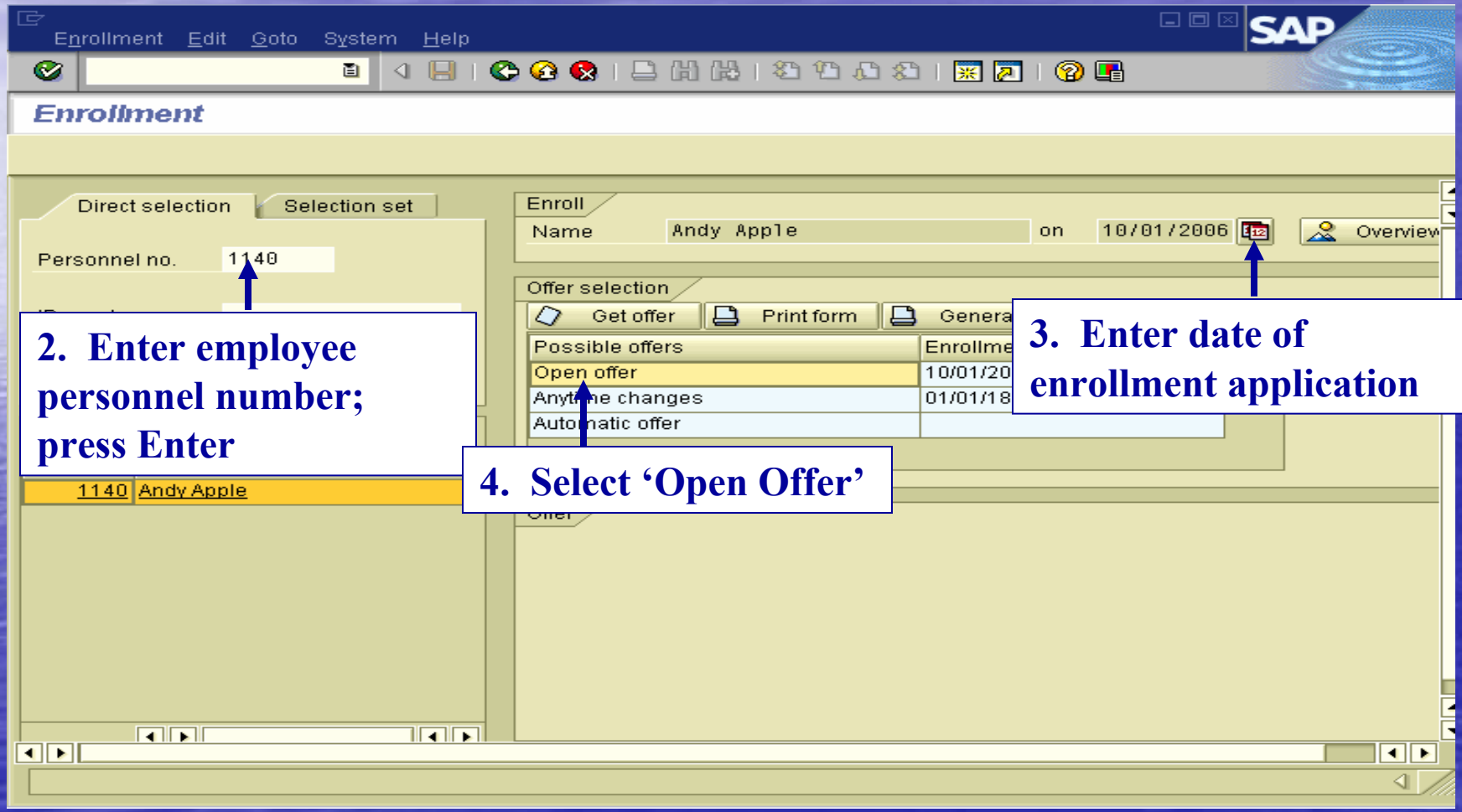
Change Employee Elections during Open Enrollment

Human Resources > Personnel Management > Benefits > Enrollment (HRBEN0001)

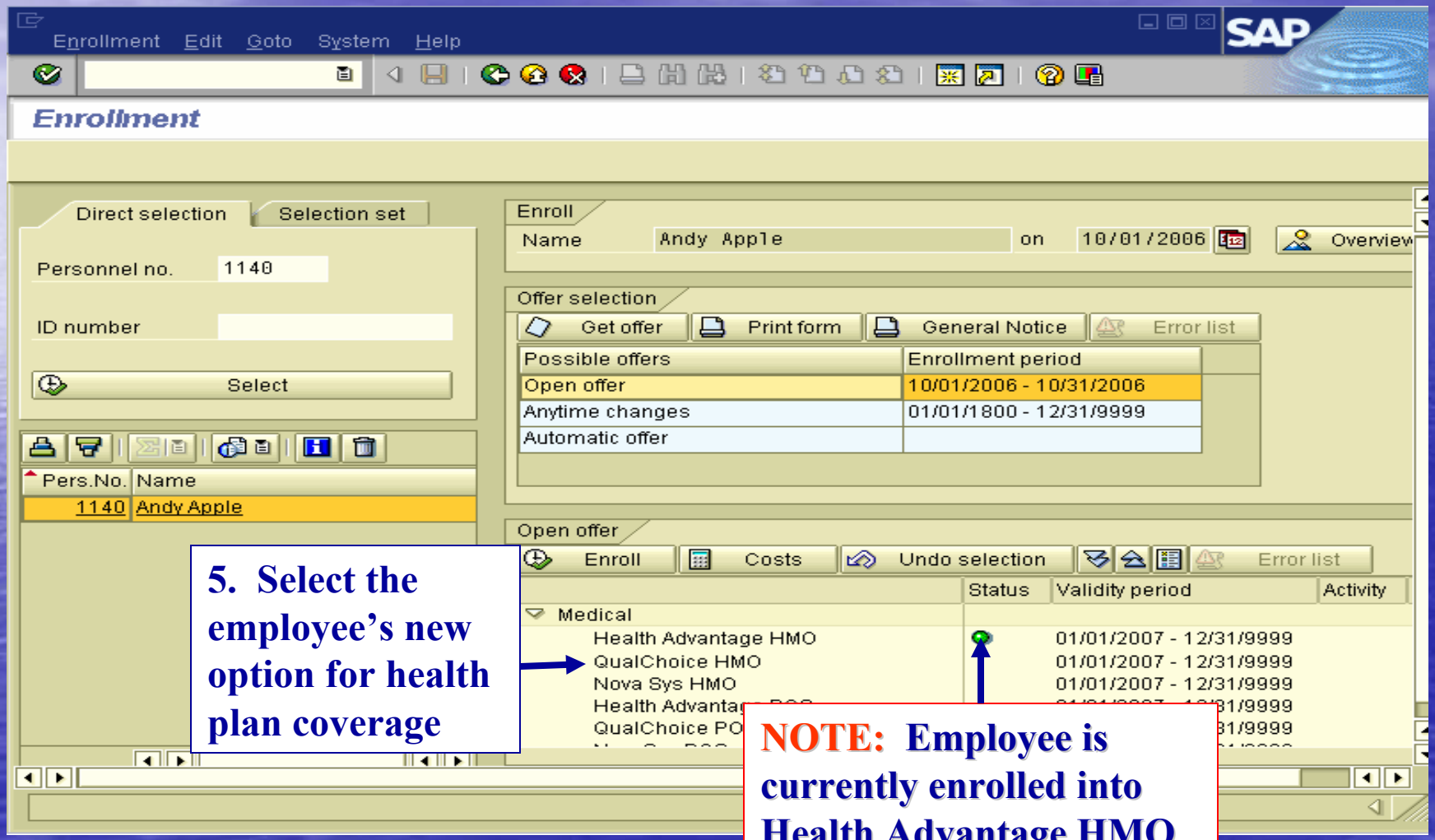
Change Coverage - Open Enrollment



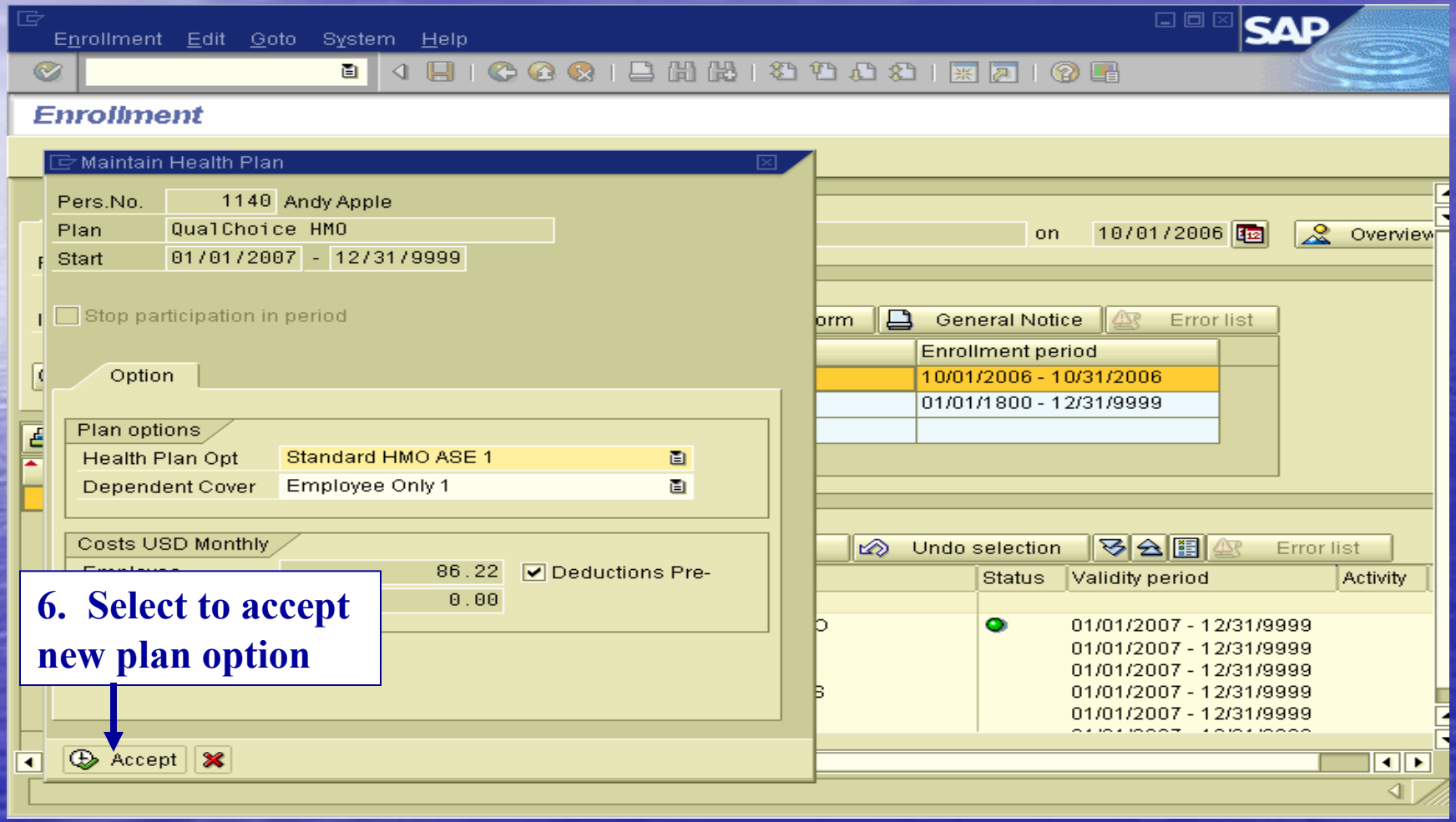
Change Coverage - Open Enrollment



Change Coverage - Open Enrollment



Change Coverage - Open Enrollment



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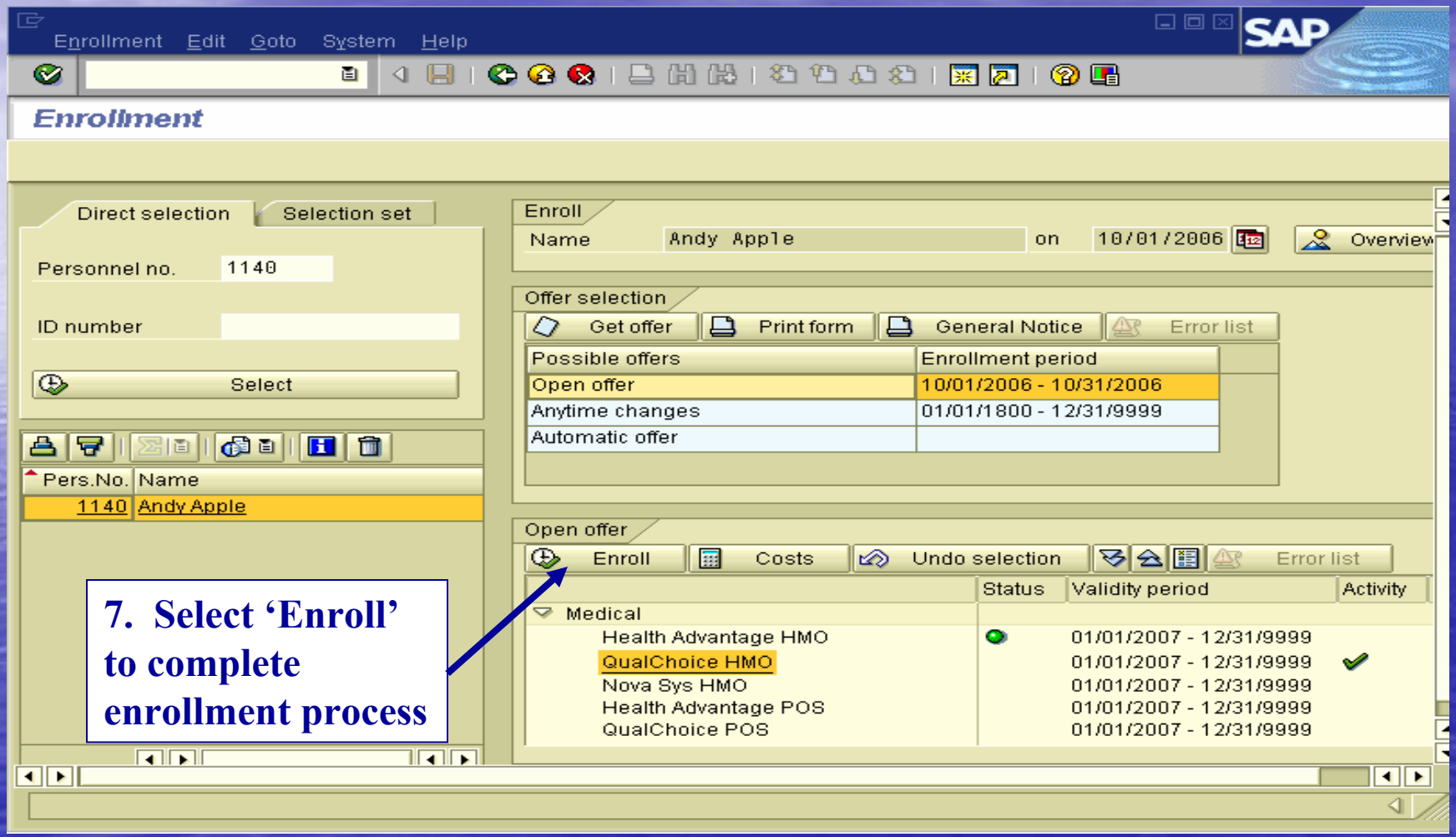
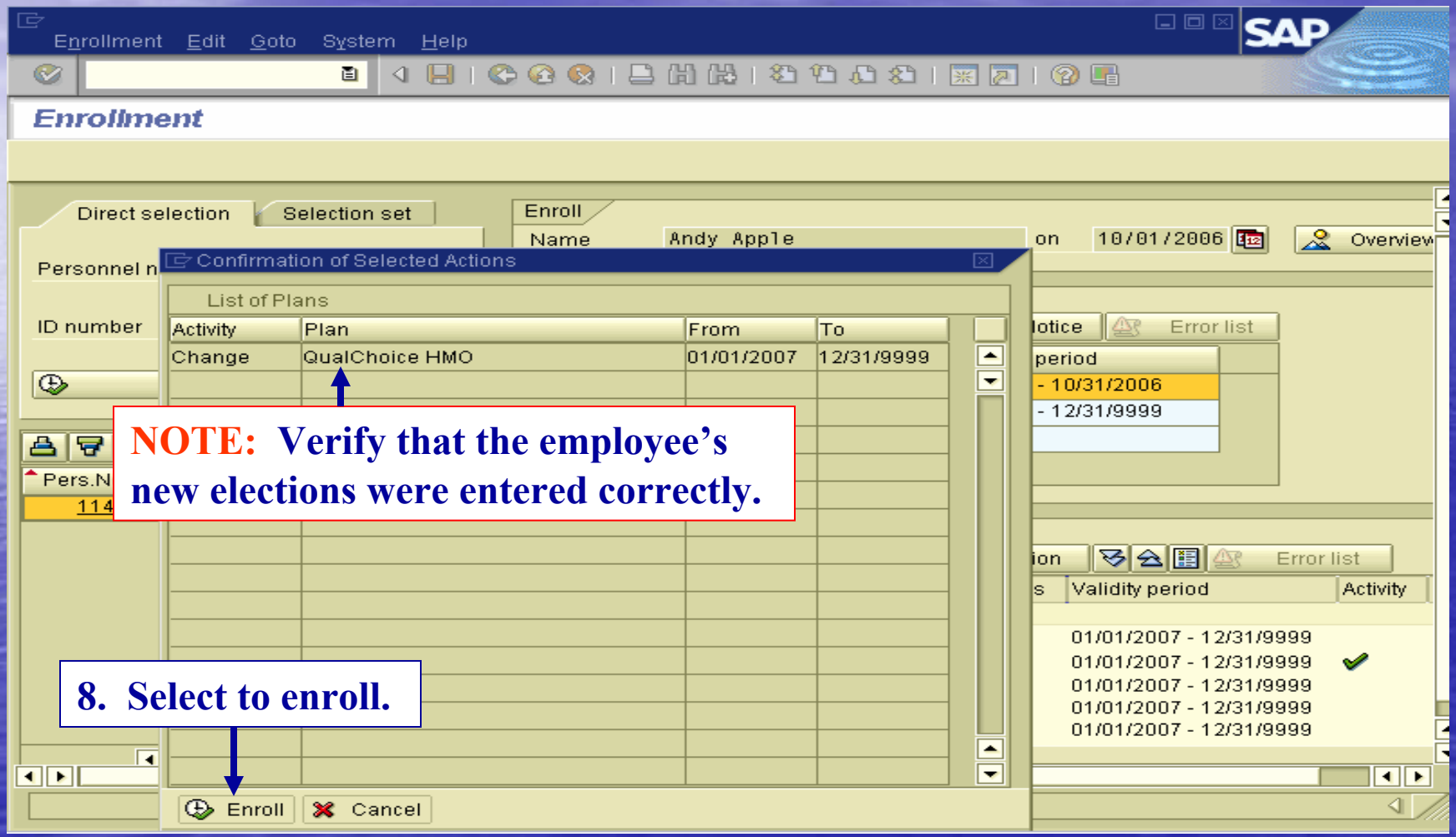
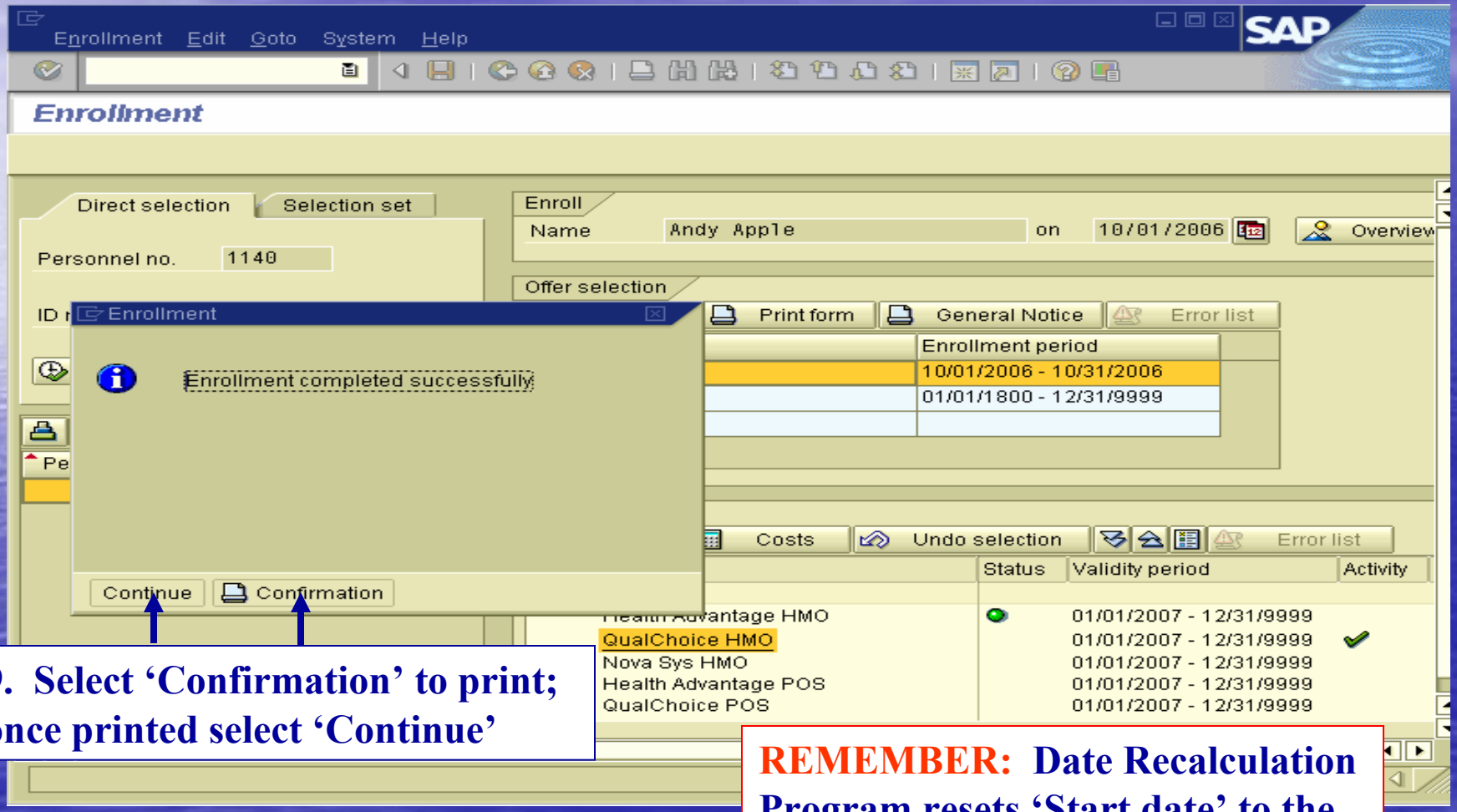


Change Coverage - Open Enrollment



Change Coverage - Open Enrollment



9. Select 'Confirmation' to print; once printed select 'Continue'

REMEMBER: Date Recalculation Program resets 'Start date' to the beginning of Pay Period 25

Drop Spouse during Open Enrollment

Scenario

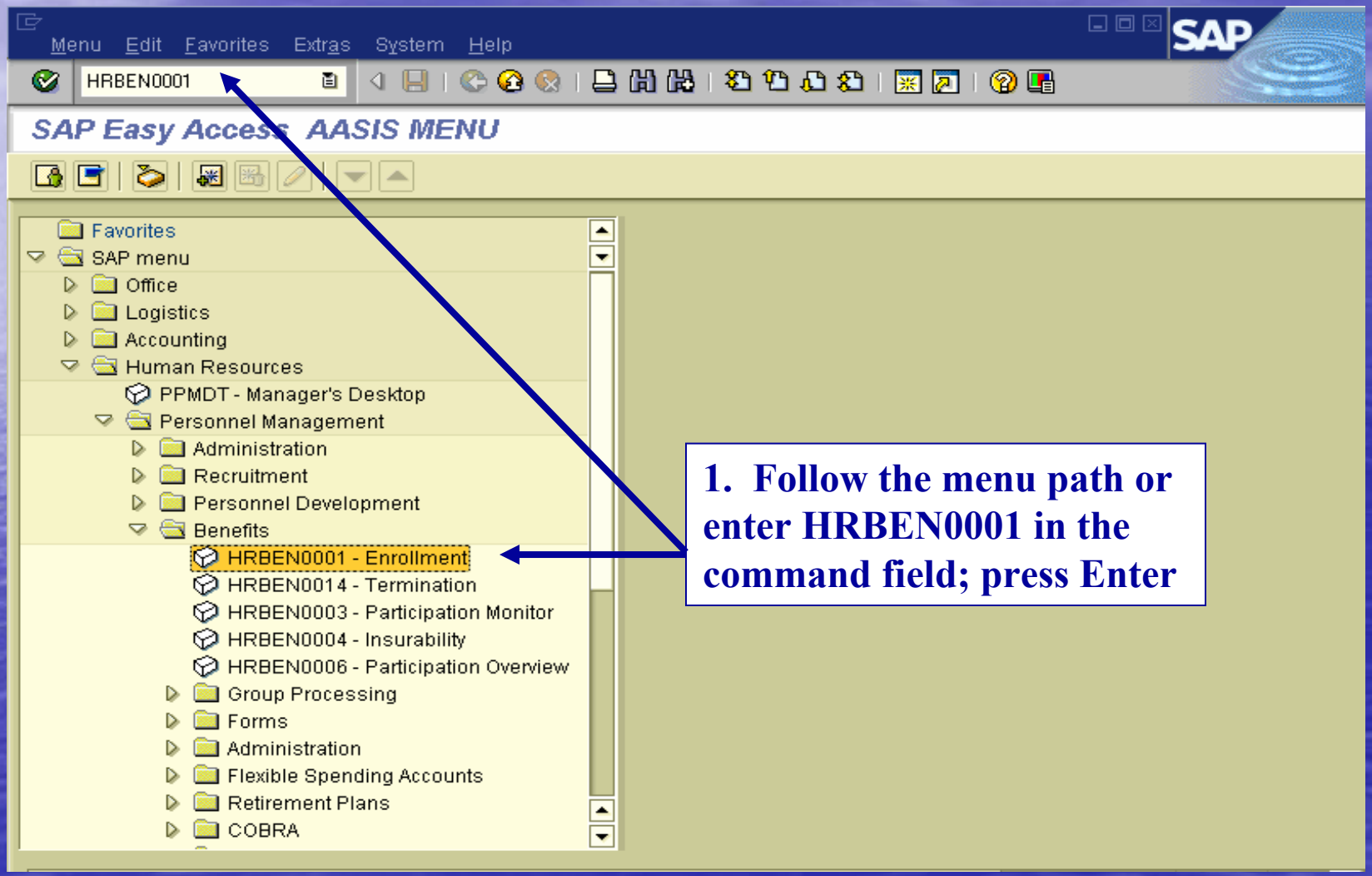
You just received supporting documents to remove a spouse from an employee's enrollment form for the upcoming plan year. Remove the employee's spouse from their current benefit elections during Open Enrollment.

Drop Spouse during Open Enrollment

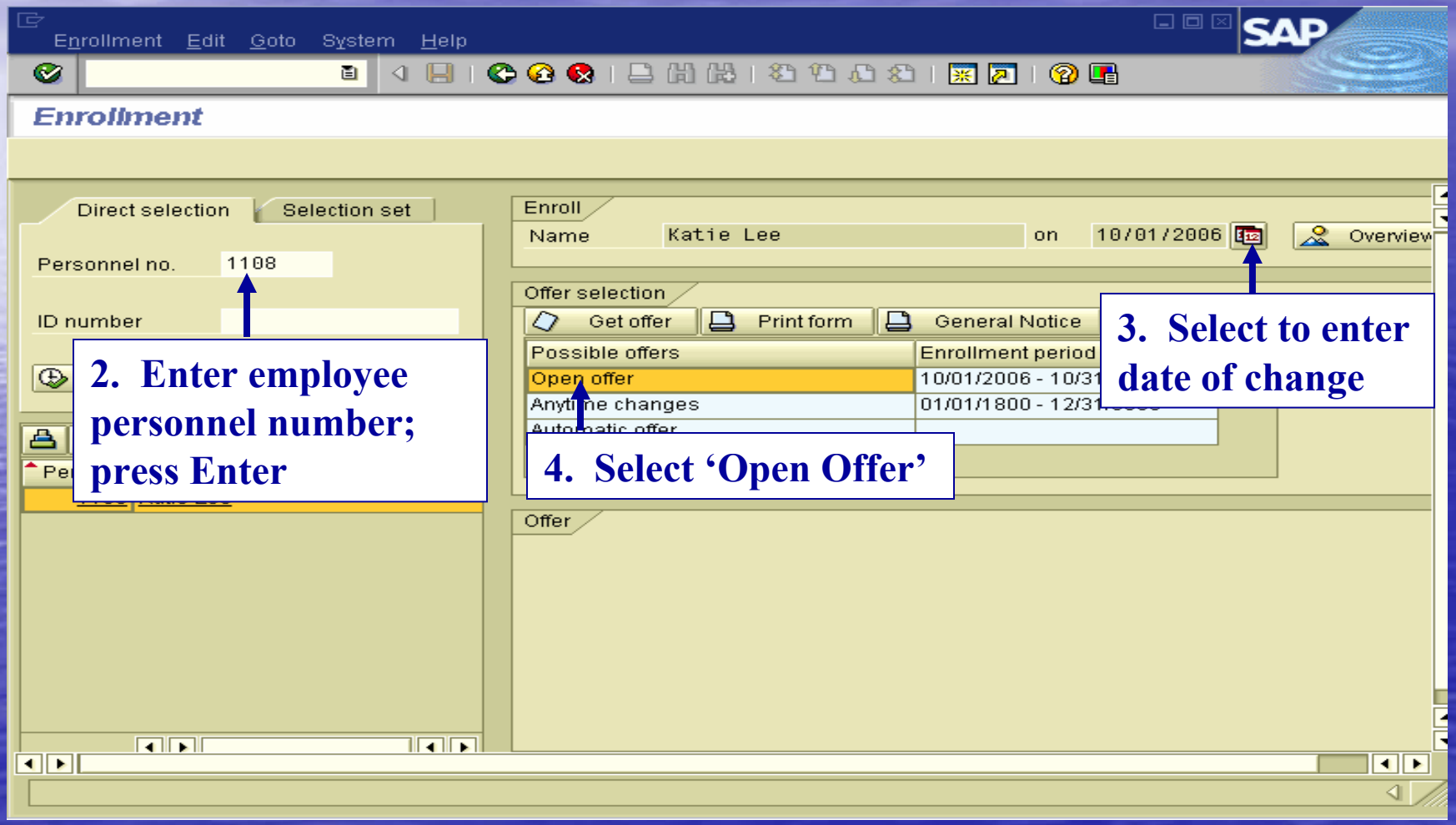
Dropping a Spouse for the new plan year during Open Enrollment

Human Resources > Personnel Management > Benefits > Enrollment (HRBEN0001)

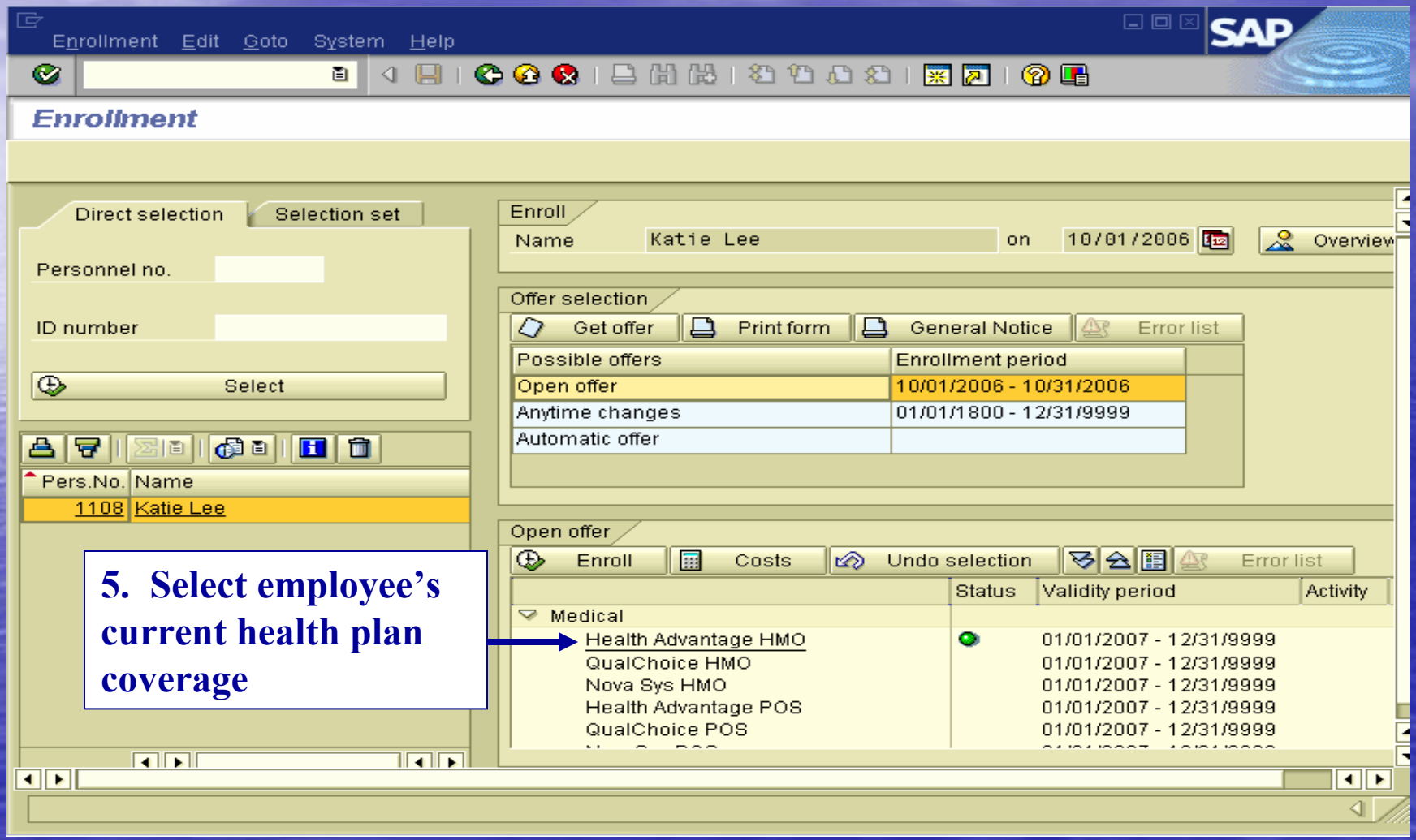
Drop Spouse - Open Enrollment



Drop Spouse - Open Enrollment



Drop Spouse - Open Enrollment



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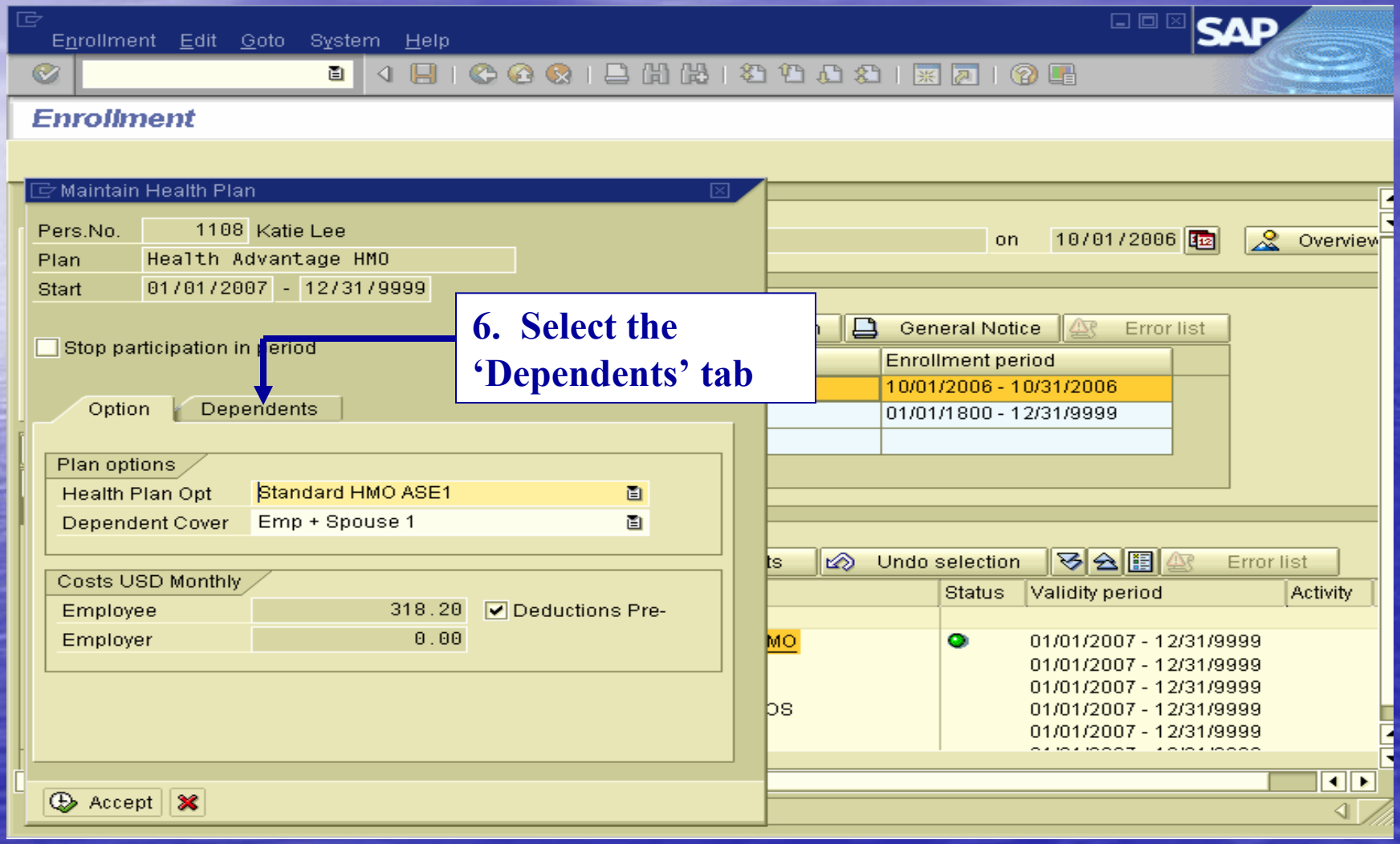

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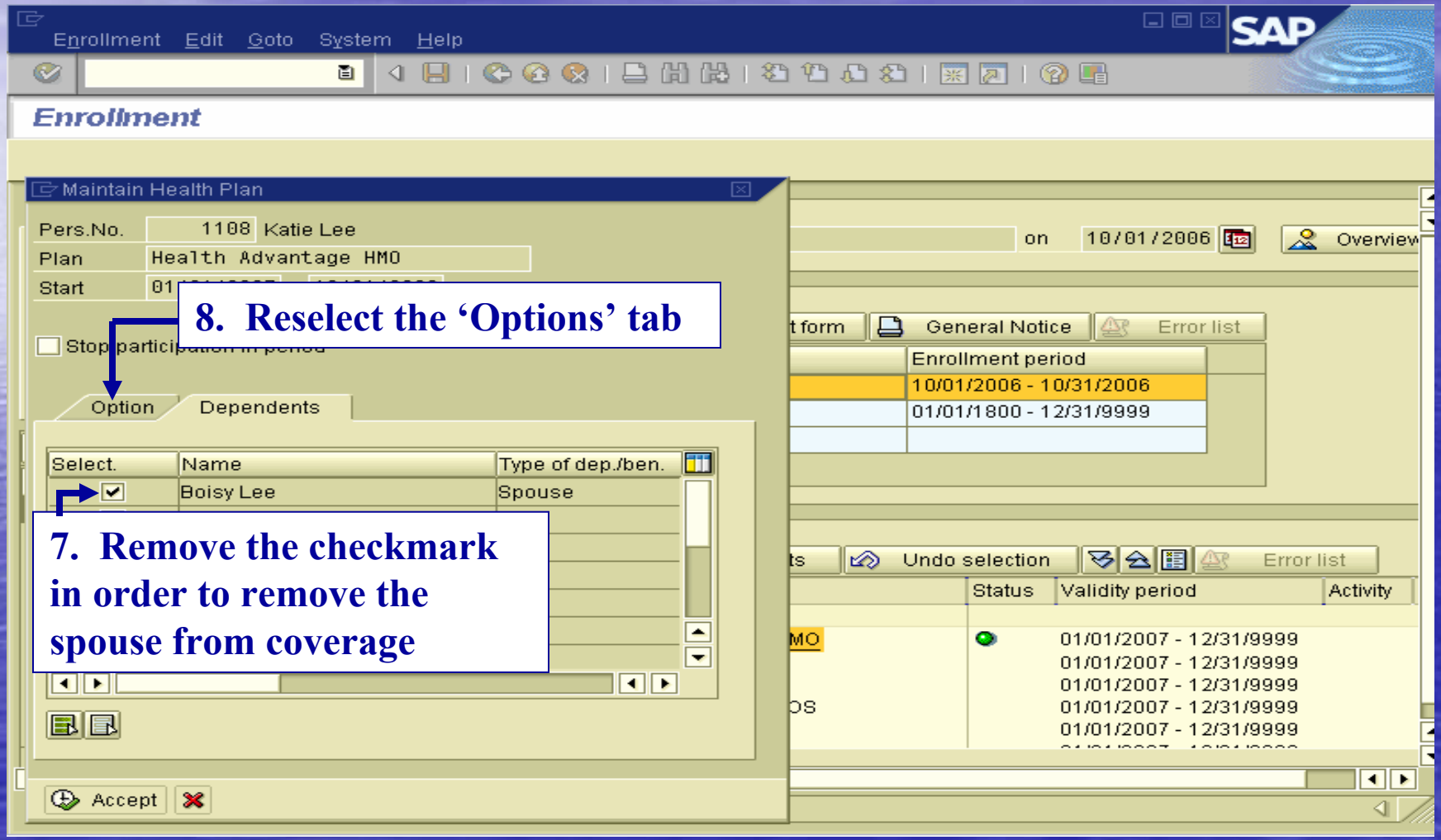

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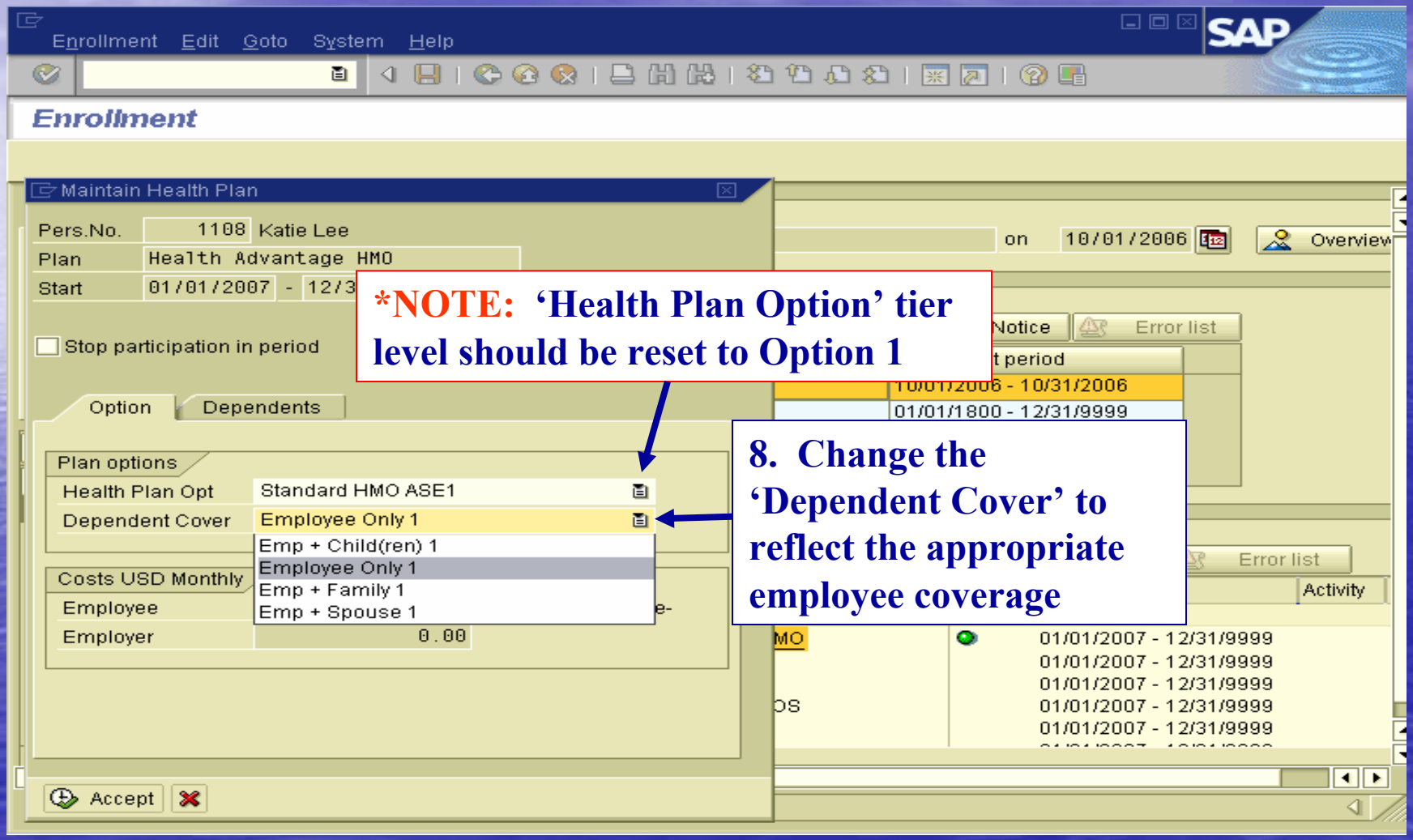

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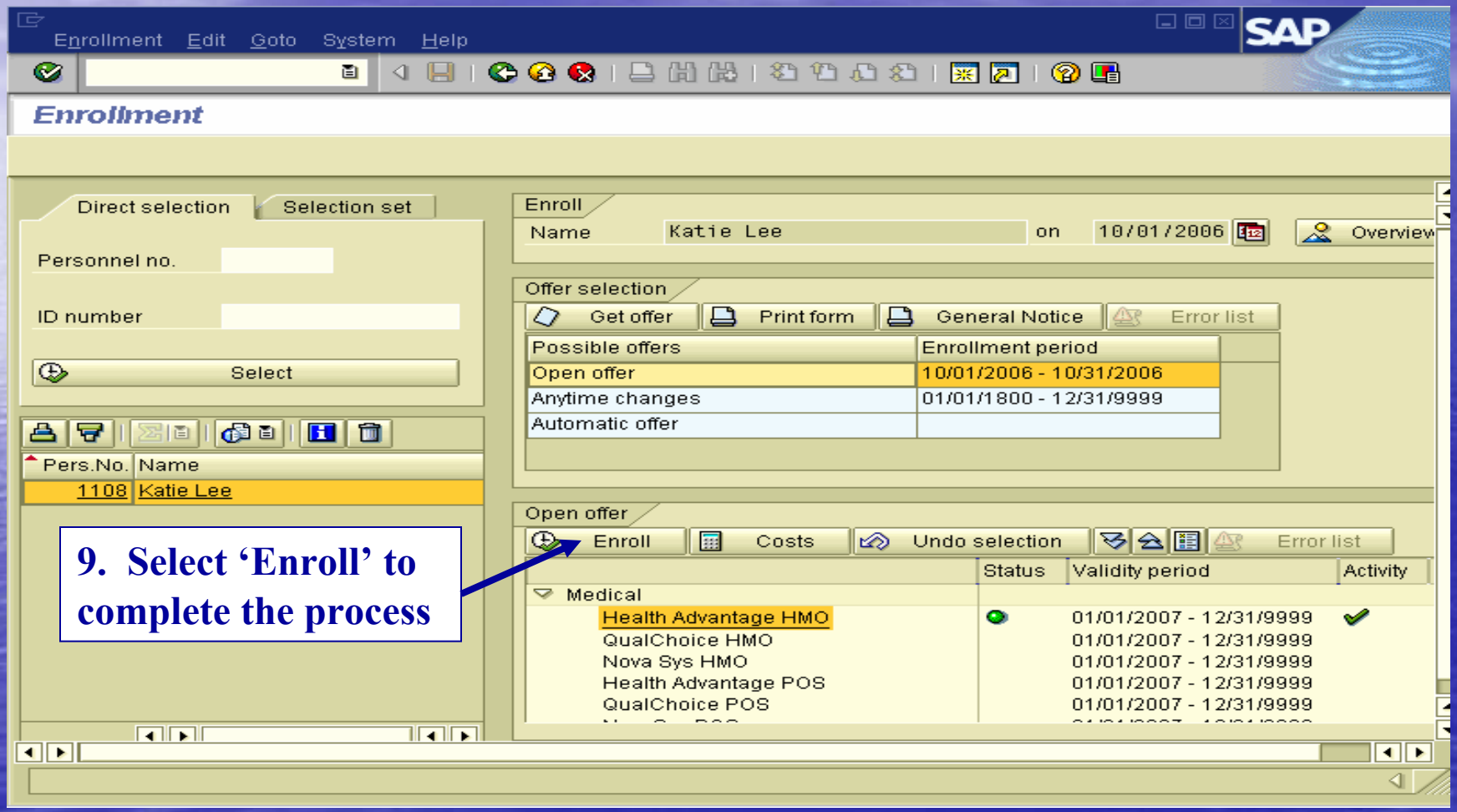

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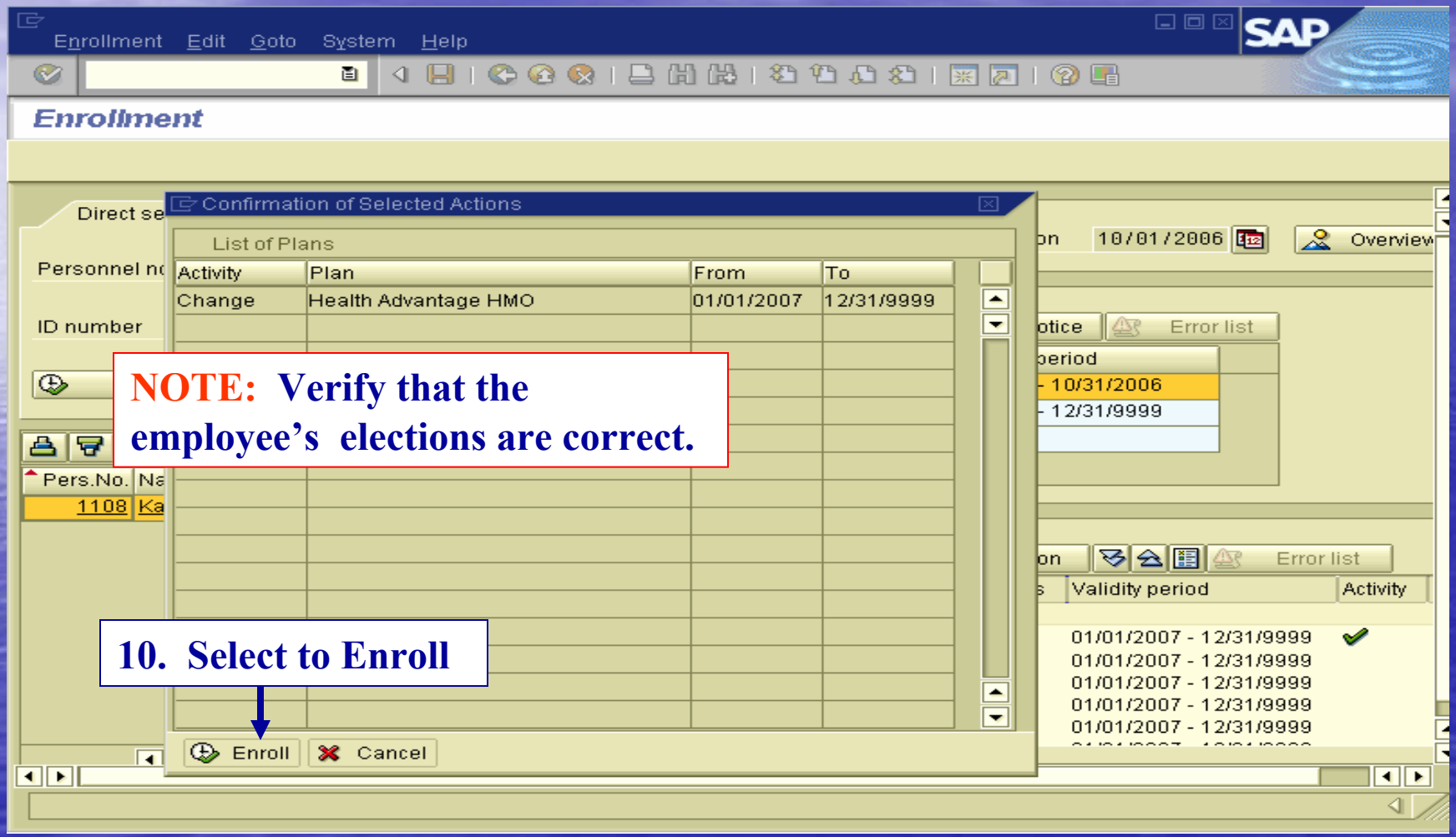

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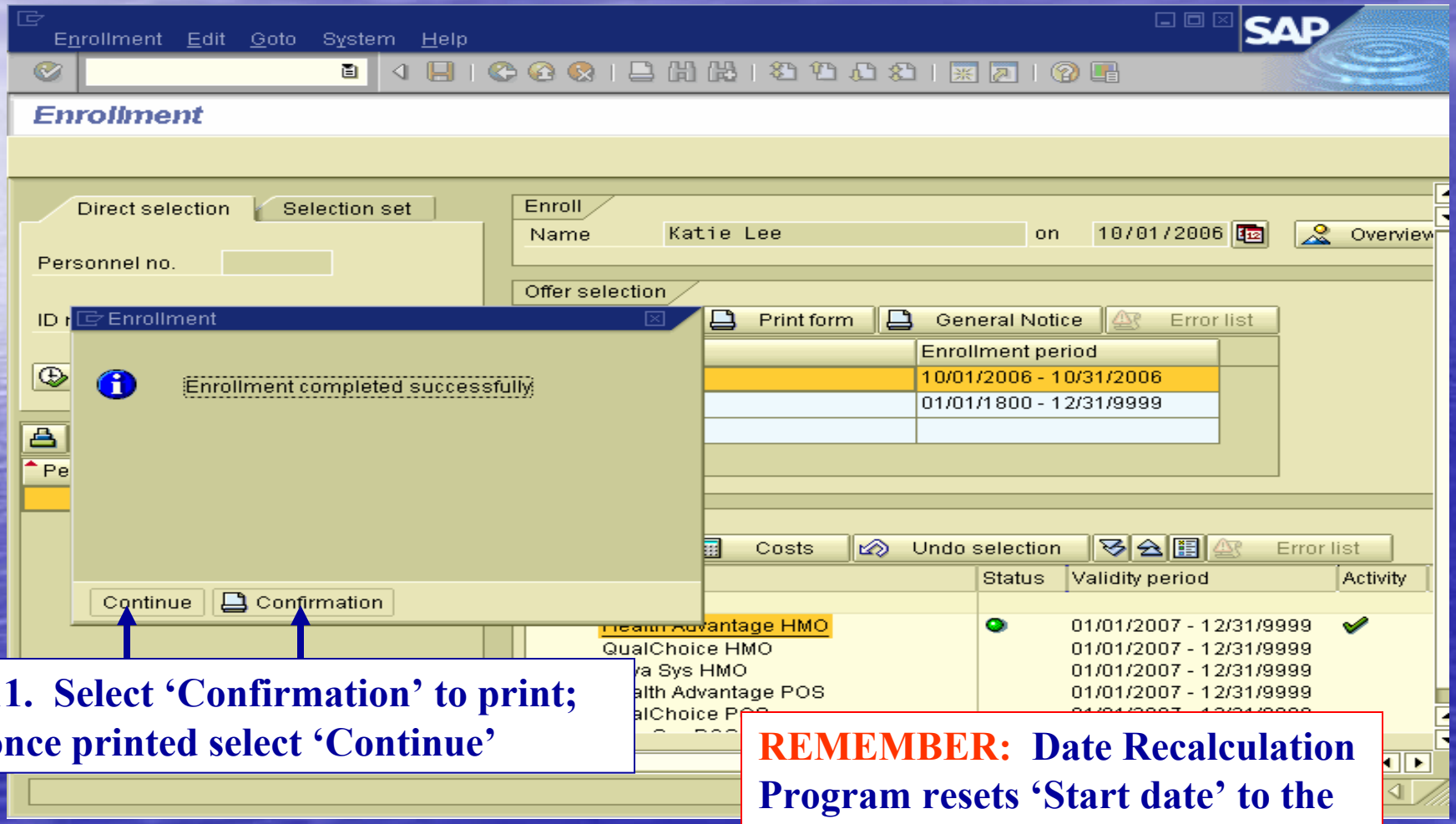


11. Select 'Confirmation' to print; once printed select 'Continue'

REMEMBER: Date Recalculation Program resets 'Start date' to the beginning of Pay Period 25

Ad Hoc Report
Open Enrollment

This report was specifically developed to list the names of employees, (*active or inactive (LWOP) status)*, enrolled in an Employee Optional Life Plan who will have an increase in their cost for the new plan year due to their birth date.

Ad Hoc Report
Open Enrollment

InfoSet Query: Benefits Administration Ad Hoc Report

Transaction Code: **PAAH**

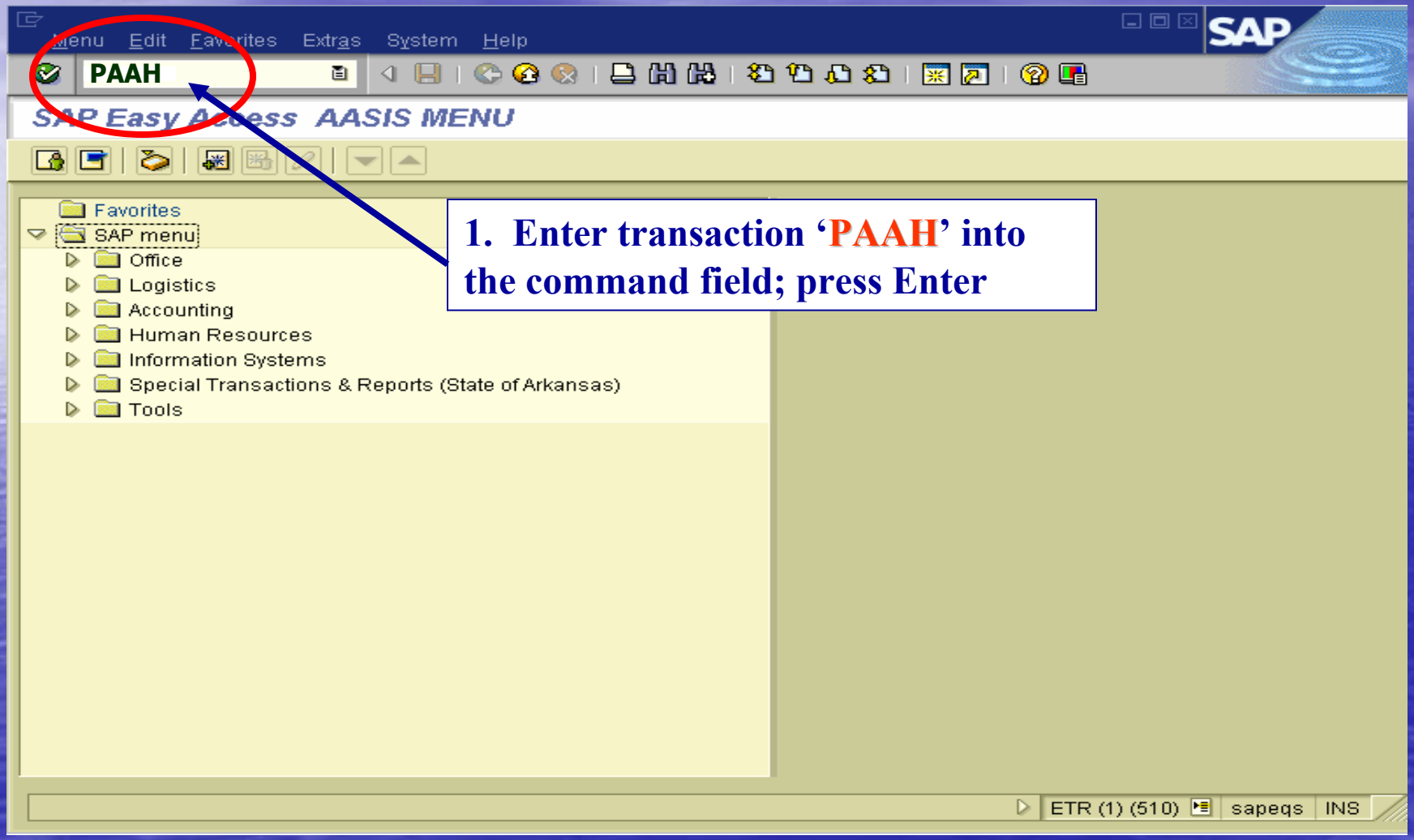
Infoset: **ZHRQUERY_HRBEN10**

User Group: **HR Benefits (/SAPQUERY/H1)**

Variant: **ASC_NEWYROPTLF**

Current dates: **11/20/2005 -11/18/2006**

Ad Hoc Report



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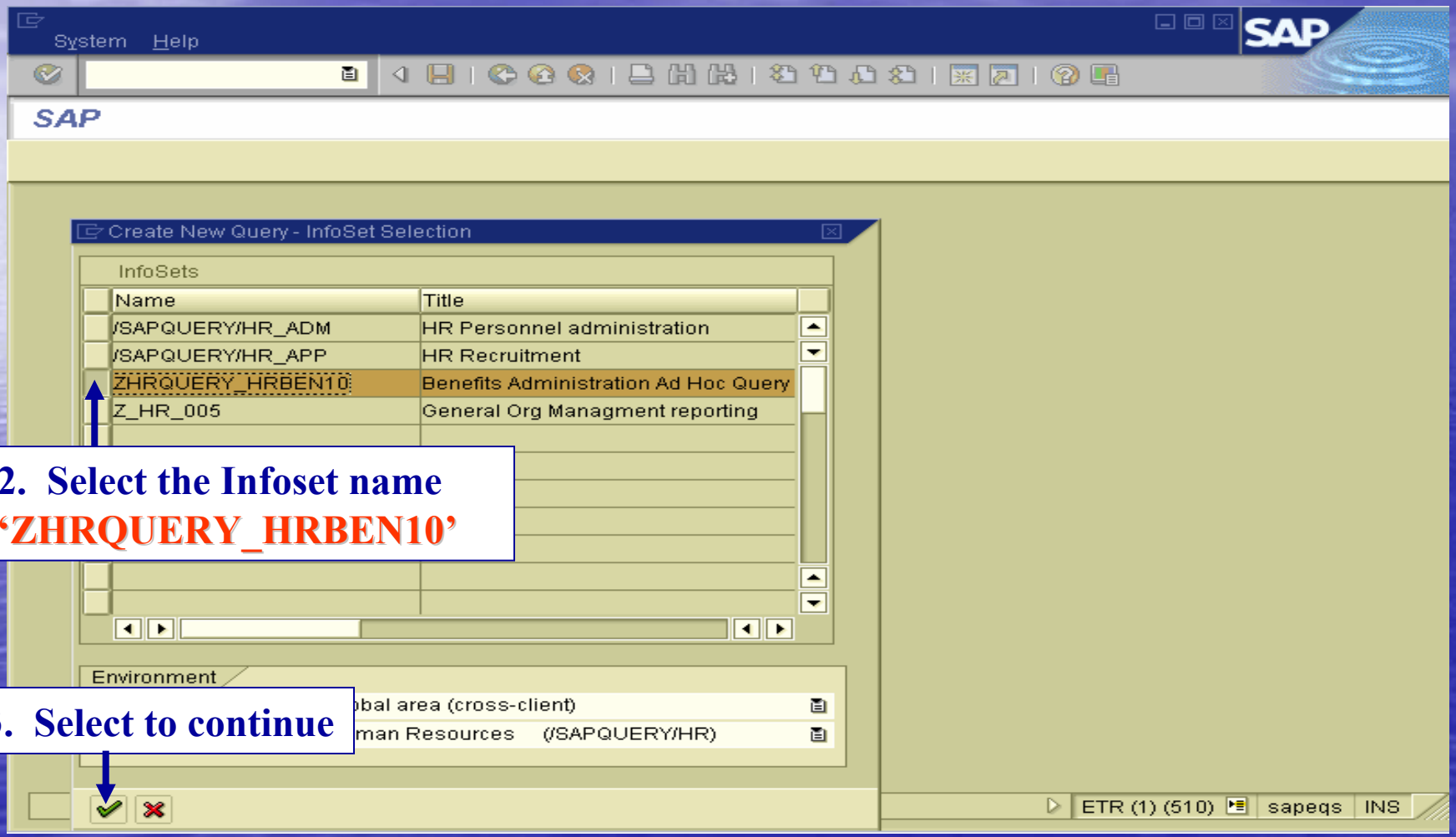

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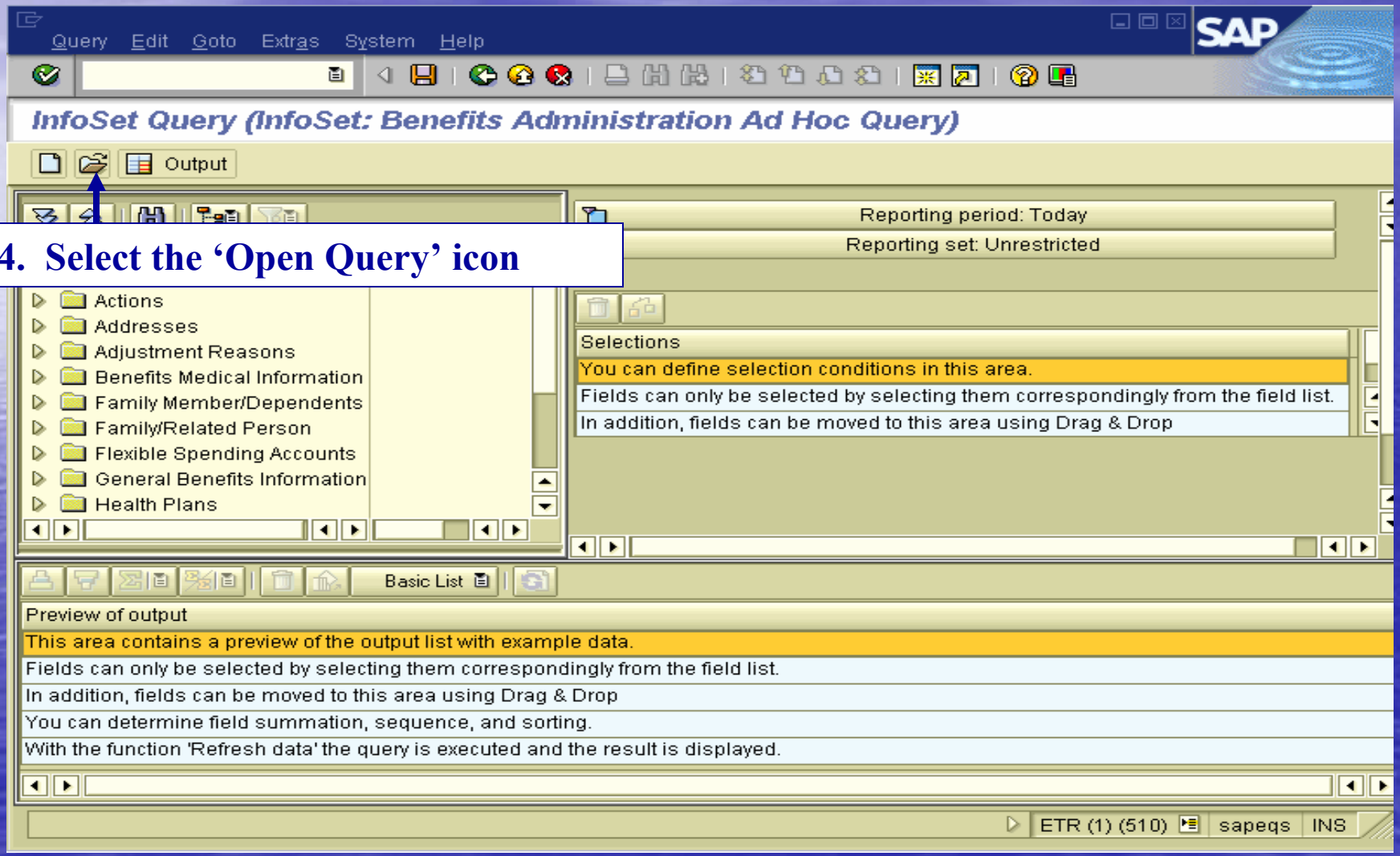

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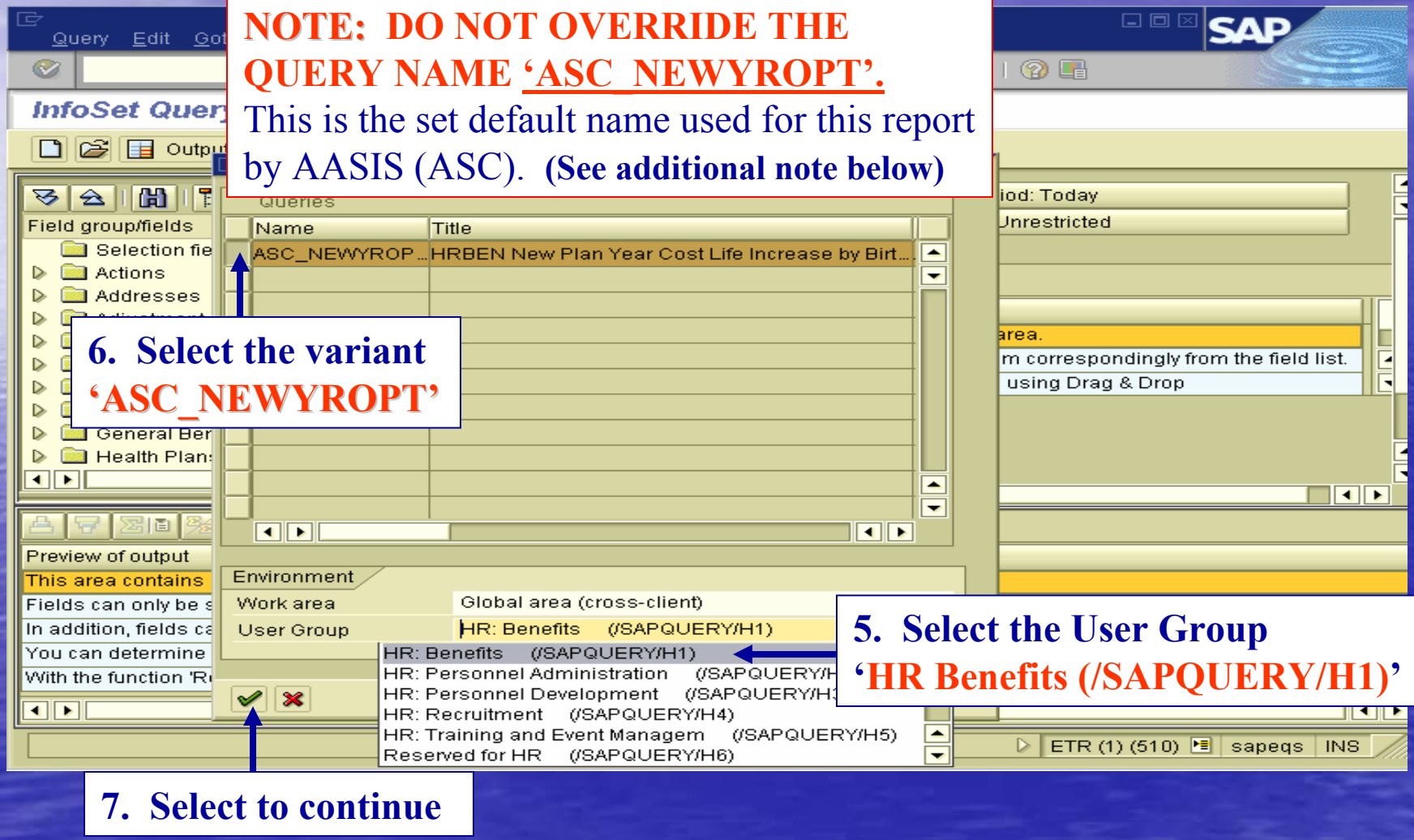

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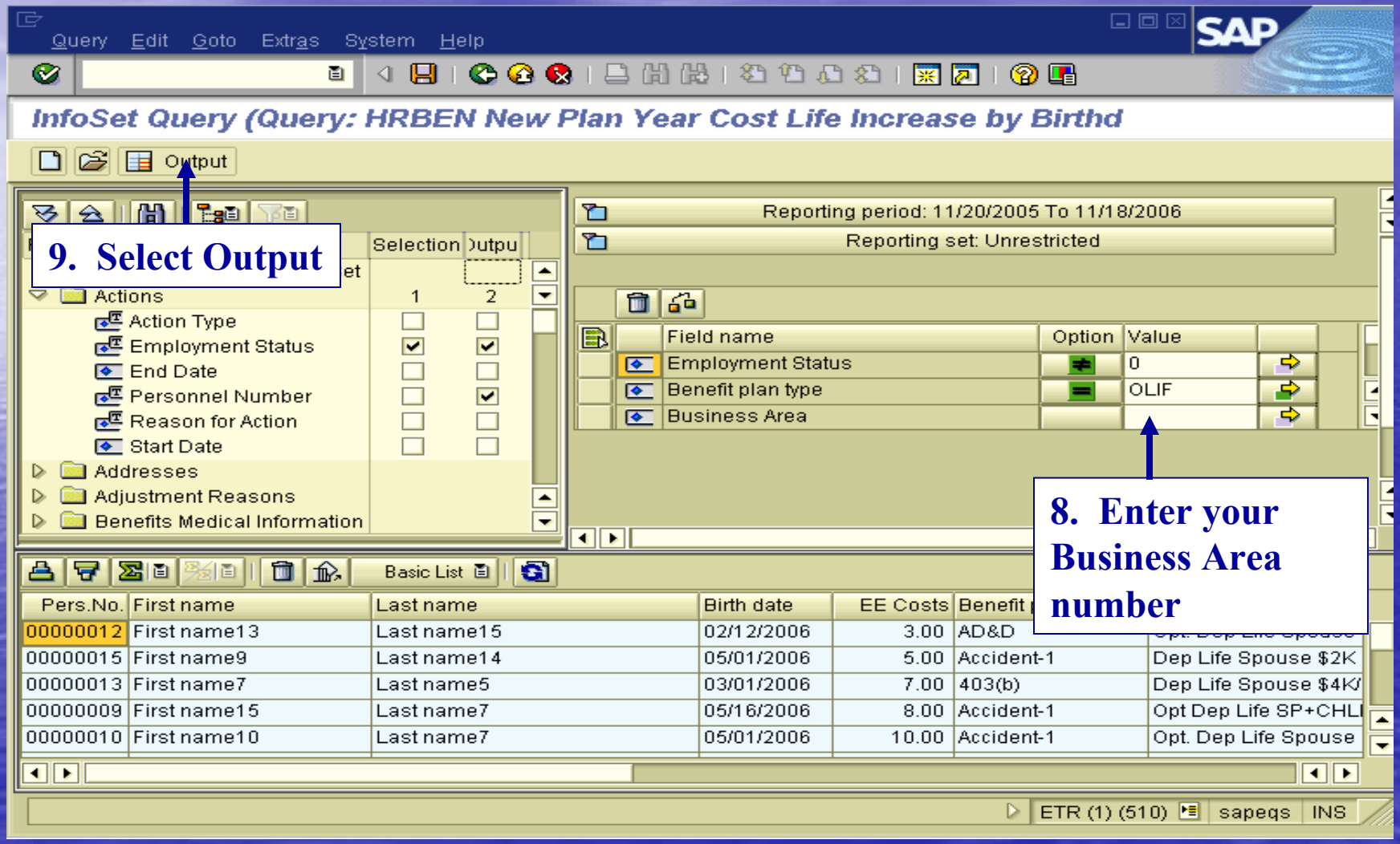

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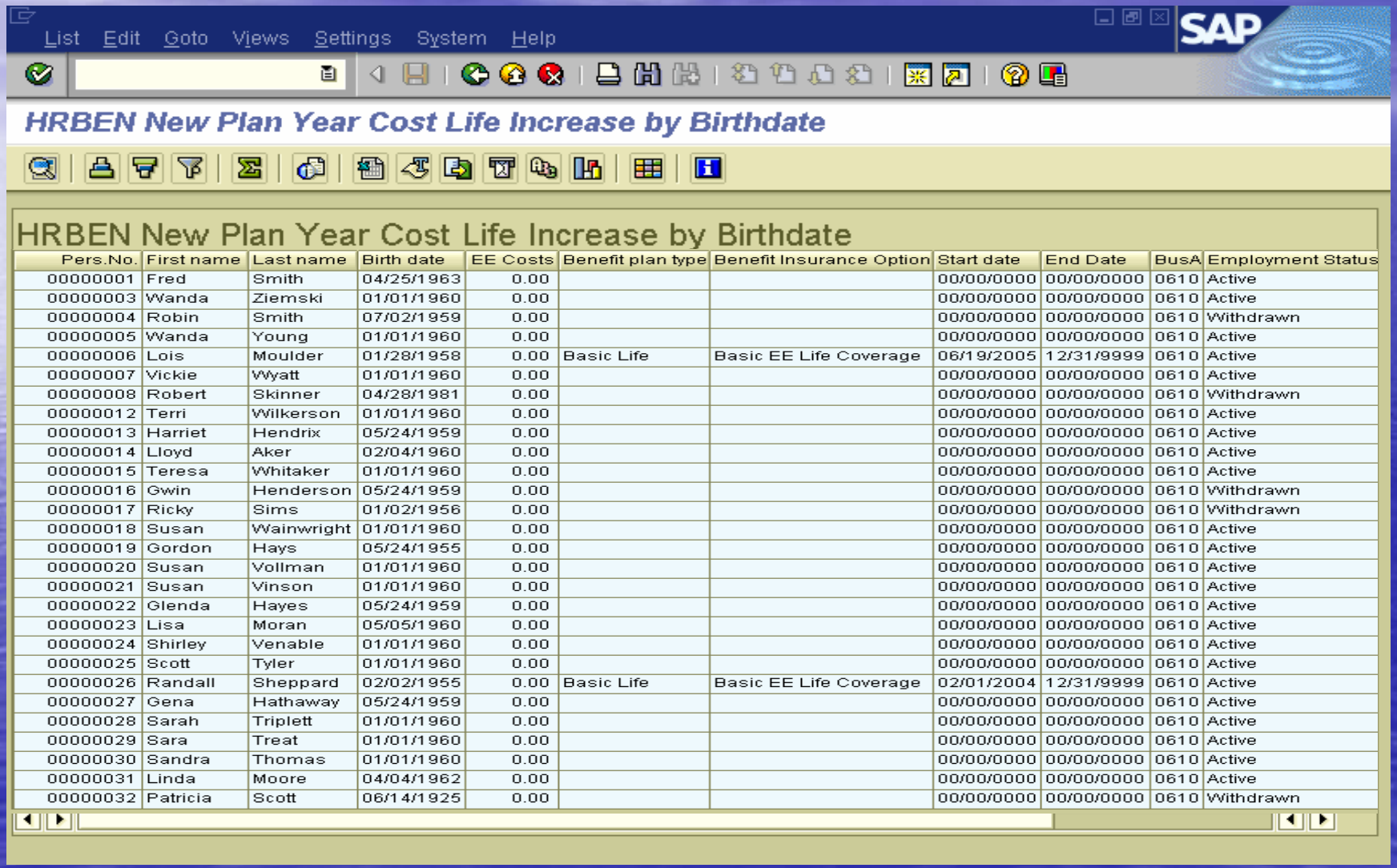

HRBEN New Plan Year Cost Life Increase by Birthdate

Pers.No.	First name	Last name	Birth date	EE Costs	Benefit plan type	Benefit Insurance Option	Start date	End Date	BusA	Employment Status
00000001	Fred	Smith	04/25/1963	0.00			00/00/0000	00/00/0000	0610	Active
00000003	Wanda	Ziemski	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000004	Robin	Smith	07/02/1959	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000005	Wanda	Young	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000006	Lois	Moulder	01/28/1958	0.00	Basic Life	Basic EE Life Coverage	06/19/2005	12/31/9999	0610	Active
00000007	Vickie	Wyatt	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000008	Robert	Skinner	04/28/1981	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000012	Terri	Wilkerson	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000013	Harriet	Hendrix	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Active
00000014	Lloyd	Aker	02/04/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000015	Teresa	Whitaker	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000016	Gwin	Henderson	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000017	Ricky	Sims	01/02/1956	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000018	Susan	Wainwright	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000019	Gordon	Hays	05/24/1955	0.00			00/00/0000	00/00/0000	0610	Active
00000020	Susan	Vollman	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000021	Susan	Vinson	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000022	Glenda	Hayes	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Active
00000023	Lisa	Moran	05/05/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000024	Shirley	Venable	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000025	Scott	Tyler	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000026	Randall	Sheppard	02/02/1955	0.00	Basic Life	Basic EE Life Coverage	02/01/2004	12/31/9999	0610	Active
00000027	Gena	Hathaway	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Active
00000028	Sarah	Triplett	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000029	Sara	Treat	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000030	Sandra	Thomas	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000031	Linda	Moore	04/04/1962	0.00			00/00/0000	00/00/0000	0610	Active
00000032	Patricia	Scott	06/14/1925	0.00			00/00/0000	00/00/0000	0610	Withdrawn

Ad Hoc Report